



**CITY OF SEBASTOPOL
FISCAL YEAR 2011 – 12 ADOPTED BUDGET**

MAYOR

Guy Wilson

VICE MAYOR

Michael Kyes

COUNCILMEMBERS

Kathleen Shaffer

Patrick Slayter

Sarah Glade Gurney

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Sebastopol, CA 97452

City Manager (707) 823-1153
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Budget Transmittal Letter

June 13, 2011 (revised)

Mayor and Councilmembers,

In the following pages, you will find the proposed budget for the City of Sebastopol for Fiscal Year 2011 - 12. In accordance with State Law, we are presenting you with a balanced budget. In addition to being in balance, the budget is reflective of the City Council's stated goals and objectives and attempts to maintain levels of service consistent with years in the recent past. The most significant change in service delivery is the City moving to a 36 hour work week for its miscellaneous employee groups. This will result in City offices, excepting the Police Station, being closed every Friday. The savings that will be realized to the general fund will be over \$106,000 in reduced employee benefit costs. Additional savings will accrue to the water, sewer, redevelopment and gas tax funds as well.

Before discussing the particulars of the proposed budget, it should be noted that the upcoming fiscal year will be the most difficult the City has experienced during this recessionary period. While Sebastopol remains in a relatively stable fiscal condition, multiple years of flat or decreasing revenues have stretched the City's ability to react to these difficult times. The recession is now at least four years old and continues to hit local governments very hard. Municipal governments rely on tax revenues, particularly property tax and sales tax, to fund their general government functions. In recessionary times, people reduce spending, particularly on non-essential items which reduces sales tax receipts. Housing sales have stabilized along with the general real estate market, however, price points for real estate sales continue to be well below recent years, thus slowing the growth of property tax revenues as well.

The voters of the City approved a Utility Users Tax in November of 2008. That approval created a new funding source for the City which has essentially made up for the lack of growth in property and sales tax and the drop in other general fund revenue sources such as Real Estate Transfer Tax, Interest Income and other miscellaneous revenues.

The Fiscal Year 2011 - 12 budget does not contain any assumptions with respect to State takeaways. The State continues to deal with significant budget issues and the possibility that local revenues could be affected by what the State ultimately does remains. The proposed budget projects General Fund revenues of \$4,941,200 and General Fund expenditures of 5,031,433. In order to reach that balanced condition, the budget proposes that the City utilize \$90,233 of its reserves. The City has not needed to do that in recent years, however continued weak revenue growth and added expenditures require this action. The City has the option of balancing the budget without utilizing reserves, however, that would require the downsizing of City staff beyond the reductions assumed in this budget as a result of attrition. It is my opinion that City staffing levels have been maintained at a low level across the board and the avoidance of workforce reductions was a main priority in developing this budget. This use of reserves to balance the budget reflects how tight the City's finances have become. This means that the City has very little flexibility in terms of any un-programmed spending or unforeseen events without further spending down the City reserves.

In terms of the General Fund, the projected starting fund balance for Fiscal Year 2011 - 12 is \$467,748. This represents 9.3% of the General Fund budget. The Council adopted policy for general fund reserves is 15%, however, given the difficult economic times, it is unlikely that the reserve balance will grow during the fiscal year. The projected fund balance is an improvement of the starting fund balance for Fiscal Year 2010 - 11. It should be noted, however, that the proposed budget assumes savings in personnel services that may not fully materialize based on assumptions of employee attrition and labor negotiations. The projected General Fund Balance at the end of Fiscal Year 2011 - 12 is \$377,598 or 7.5% of the budget. Clearly, the trend is in the wrong direction and absent some economic improvements, future budgets will remain very difficult.

I would like to recognize our full time employees, part time employees and volunteers for the contributions they make to the City. Their efforts and those of the City Council have enabled the City to deal effectively with this economic downturn and have enabled the City to weather these difficult economic times. Also, the employees willingness to work with the City to develop cost savings strategies has been essential to presenting a budget that should not result in significant service reductions.

I would specifically like to thank all of the department heads. Without exception, the City's senior management team recognized the challenges and developed budgets that will allow them to continue to deliver high quality services. Likewise, all of our employee bargaining units, recognized the difficulties we face and worked with management to avoid service level reductions as much as possible.

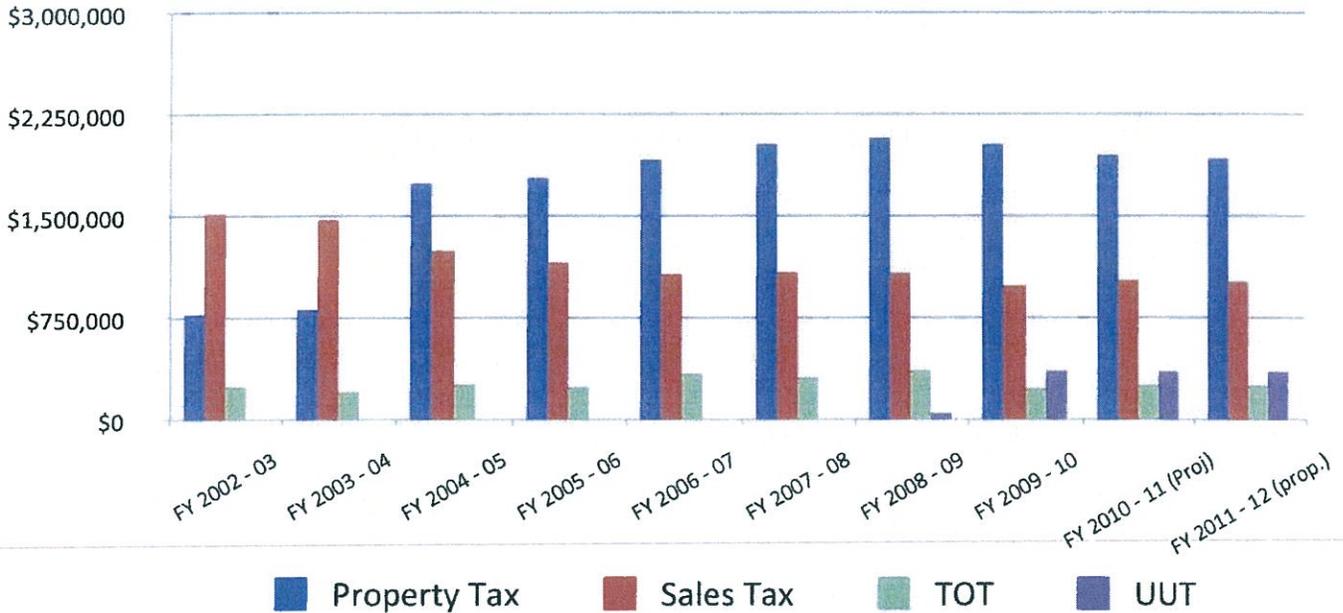
Special thanks go to Karen Cano and Sue Kelly for their efforts in preparing and organizing this budget. This budget reflects a significant departure in format from prior budgets and given the many changes that entails, the more user friendly format is a direct result of Ms. Cano's efforts.

Lastly, staff thanks the Council's Budget Subcommittee, Vice Mayor Keyes and Councilmember Slayter, for their dedication, attention and patience in this process. Their insight and questions were very helpful to us in creating this budget.

REVENUES

As the economy has slowed, the City's two largest revenue sources, property tax and sales tax have also. Both of these revenues have essentially flattened over the past three years. While this would seem to be a problem and it does create difficulties for the City, Sebastopol has not seen the significant drops in these revenue sources that many other

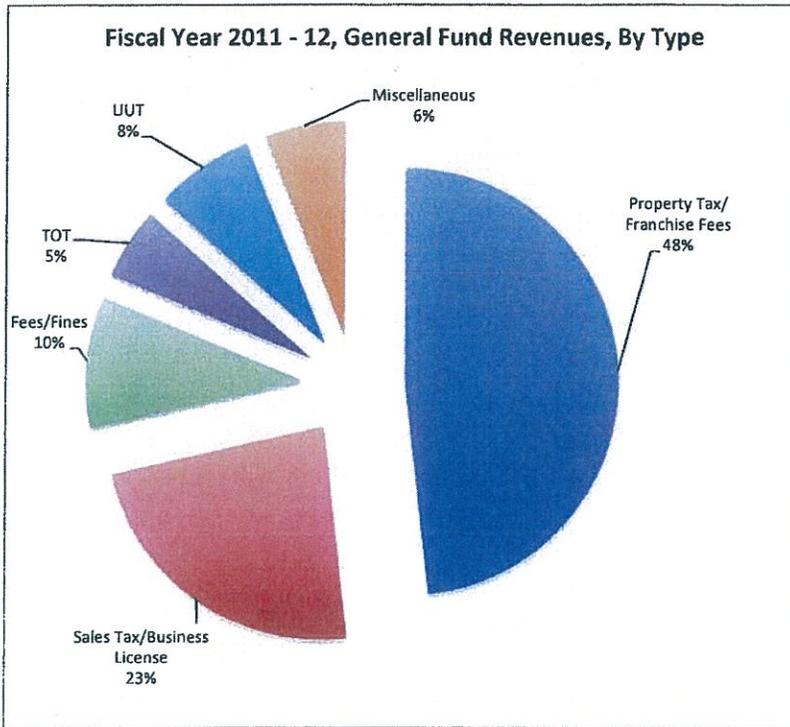
Historic Trends - Major General Fund Revenues



cities have experienced. The graph below shows the revenues generated from our four major general fund sources. It is noteworthy, however, that the City saw reductions in sales tax revenues in the third and fourth quarters of 2010. These drops were in opposition to increases that most nearby cities, the county and larger Bay Area saw. This is a trend that will be carefully monitored.

Note the change from FY 2003-04 to FY 2004-05 as the "triple flip".

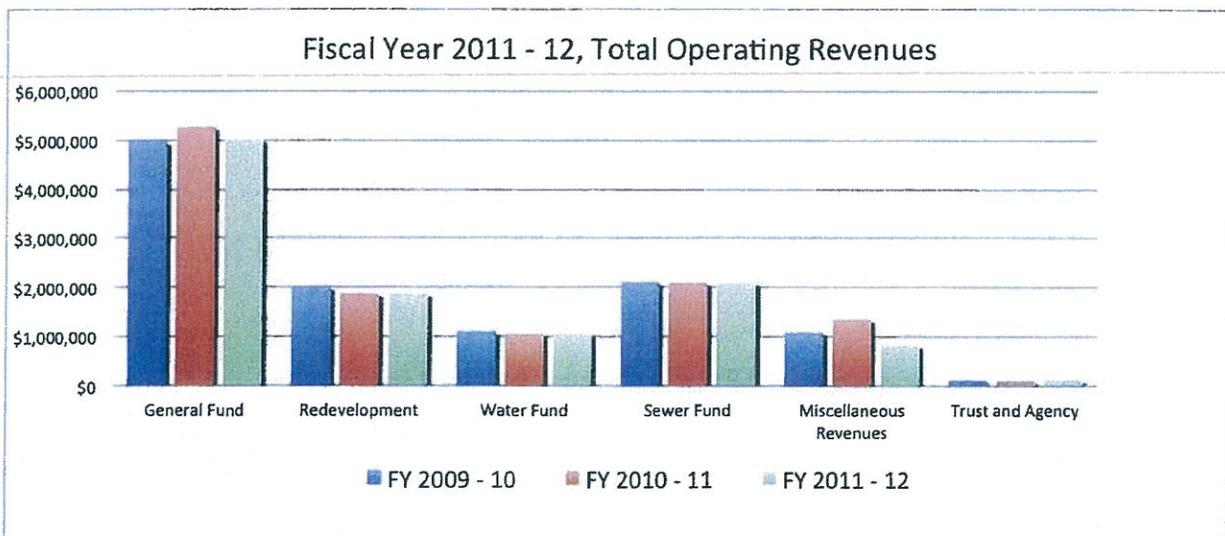
In terms of total revenues, the figure below indicates that the City's revenues are fairly well distributed among the major revenue categories. Sales Tax/Business Licenses make



up the second largest portion of the revenue base at 23%. It should be a long-term goal of the City to develop a diverse and well-balanced revenue base. Having nearly one quarter of our revenues associated with business activity in the City highlights the importance of having a successful and expanding business climate in the City. Continued downward pressure in this area, especially with respect to sales tax, is the greatest threat to the City's long term financial health. This fact will require the City to carefully consider economic and land development

decisions and policies from all perspectives, including long term revenue generation.

While most discussions of City finances revolve around the General Fund, the revenue picture in other funds such as our water and sewer utility and redevelopment agency are also lethargic. The graph below provides a summary of the major revenue areas over the past three years.

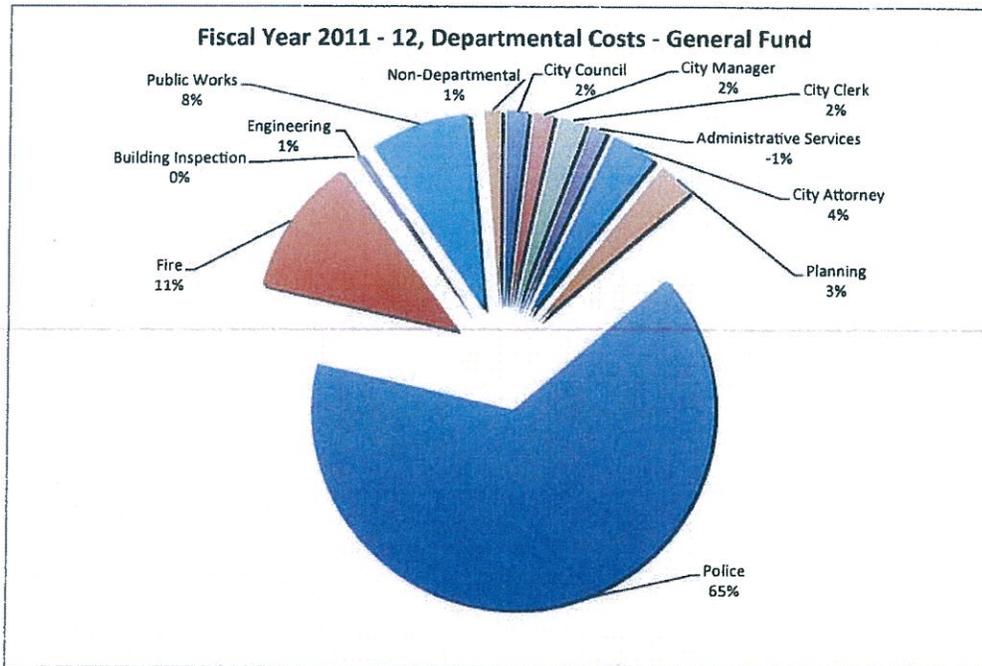


Lastly, with respect to revenues, we are anticipating a slight increase within the planning, building and engineering fee areas. Over the past two to three years, many cities have reduced their personnel costs in these areas. In many places, layoffs were quite common. With our small staffs in these areas already, no cuts are recommended at this time. A larger policy consideration that the Council may need to keep in mind in the future if these revenues head in a downward direction is to what extent the general fund should compensate for reduced fee revenue. Any increases in that general fund offset will hamper the Council's ability to fund other areas in the general fund budget. Also, with respect to planning specifically, the City will be initiating its General Plan update process. That effort will generate significant workload and, to the extent practical, as much work as possible will be undertaken by City staff.

Expenditures

At the outset of the budget process, the direction provided to department heads was to prepare their budgets assuming zero increases will be available and cuts may be possible. We approached the budget estimating that revenues would be lower than the revenue we projected for FY 2010 - 11.

In terms of where the City spends its General Fund, the chart below shows City spending by department.

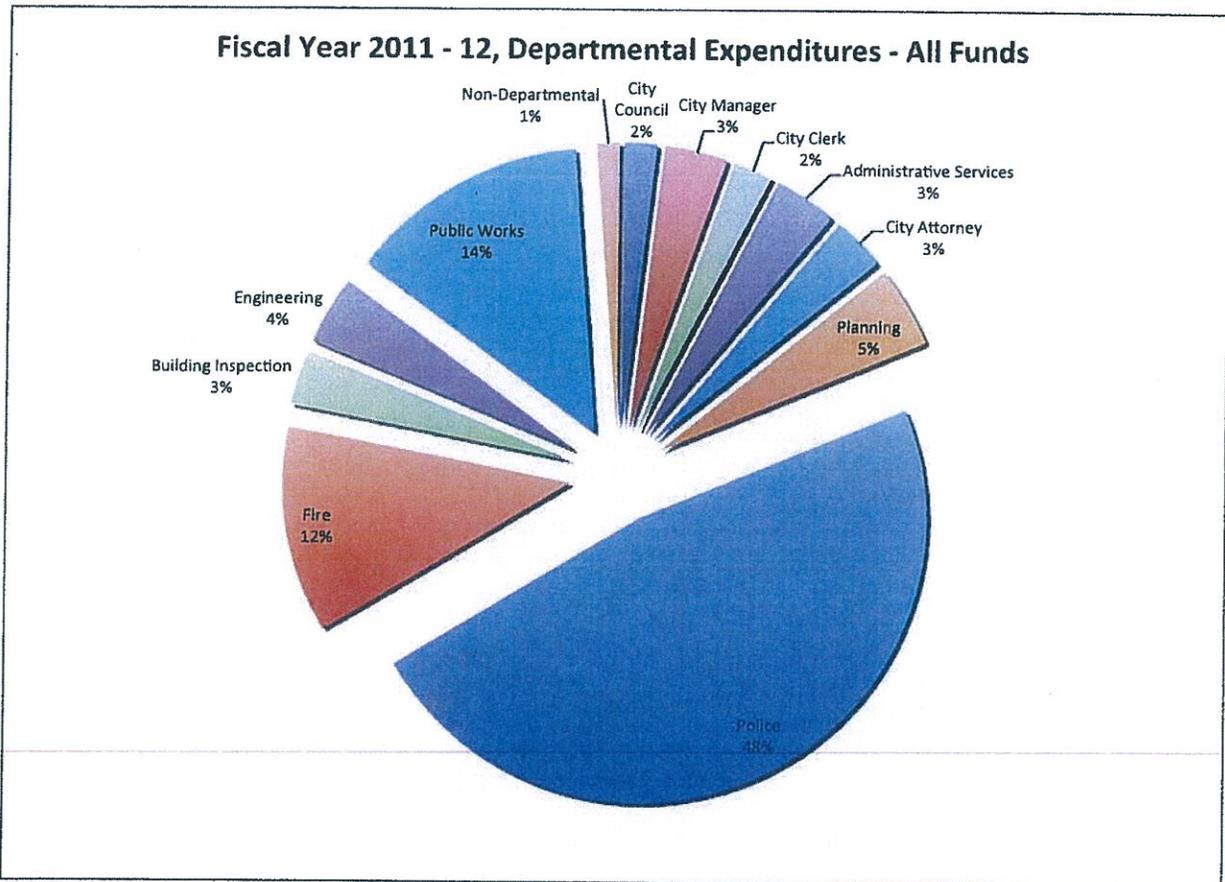


Unsurprisingly, public safety makes up the largest portion of City general fund spending. Public Works makes up 8% of General Fund expenditures. This is in the areas of street maintenance and parks, open space and City property maintenance.

The balance of General Fund expenditures are comprised of the various administrative and professional services areas of City operations.

The use of 77% of the City's general fund budget on Police and Fire is somewhat high compared to some cities and highlights the difficulty cities have when confronted with the need to cut budgets. While some departments can be "trimmed" to a certain extent, when forced to make significant cuts, public safety generally has to be included which usually proves very unpopular with the public.

Shown below is a second chart depicting where the City spends all of its funds.

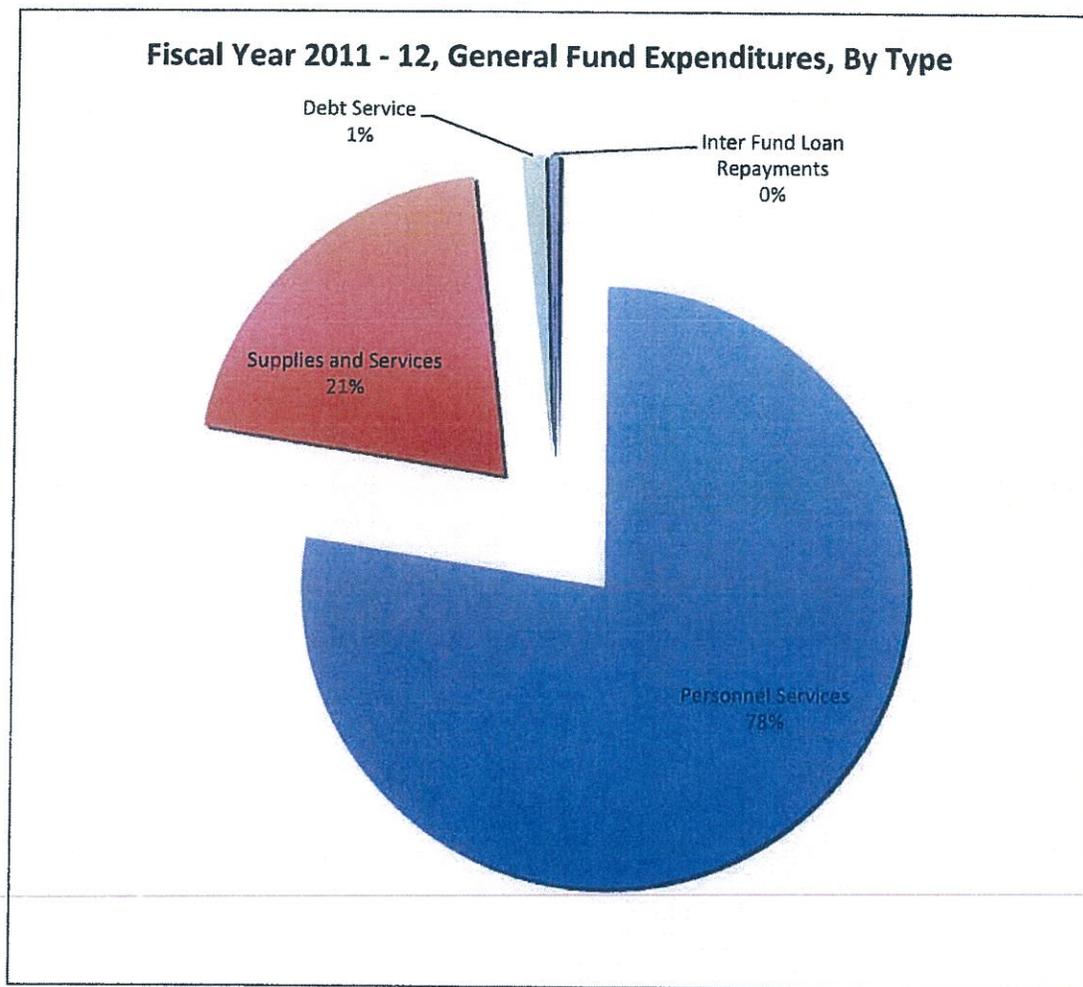


(Note that some department expenditures are paid by enterprise funds or other funds such as development impact fees, grants, etc.)

The other issue that the City has is that over the past several years, the supplies and services portion of the budget have been reduced in an effort to maintain staffing levels and service delivery. Most departments do not believe that they can continue to deliver services at an acceptable or even reduced level if the basic tools and supplies that they need to deliver those services are reduced further.

The challenge that the City faced in bringing this budget into balance necessitated that personnel services be adjusted as most of the significant additional costs the City is

dealing with are in personnel services, namely health care and pension costs. The below graph summarizes the manner in which the City's General Fund is expended. As indicated, 78% of all General Fund costs are in the personnel services area. The City is fortunate that it's external and internal debt service payments in the General Fund makes up less than 2% of total expenditures.



Summary

While all levels of the public sector, the private sector and non-profit agencies are struggling to make ends meet, the City is relatively stable. The City undertook steps during the course of Fiscal Year 2010 - 11 to shore up its General Fund reserves. That effort has led directly to the City being able to balance its budget with a modest use of reserve funds and without draconian reductions in staffing and service delivery. This outcome would also not have been possible without the willingness of our employee bargaining groups to recognize the difficult issues the City is facing and fashioning cost

reduction solutions which result in direct and significant reductions in total employee compensation while attempting to minimize impacts on delivery of services to our citizens.

In terms of our other funds, all have positive fund balances, with the exception of the Sewer Capital Fund, Water Fund and Low Cost Housing Fund. The Sewer Capital and Water Fund deficits are directly attributable to revenue reductions in those area and the City will be engaged in a comprehensive rate analysis in the first quarter of Fiscal Year 2011 - 12 for both Sewer and Water in an attempt to correct the structural deficiencies in those funds. Regarding the Low Income Housing Fund, its deficit is due to the City's Community Development aggressive efforts to provide low cost housing opportunities in the City.

Respectfully Submitted,

Jack Griffin, City Manager



CITY OF SEBASTOPOL FISCAL YEAR 2011 – 12 ADOPTED BUDGET

Staff

Jack Griffin, City Manager
Lawrence McLaughlin, City Attorney
Mary Gourley, City Clerk
Susan Kelly, Engineering Director/Assistant to the City Manager
Jeffrey Weaver, Police Chief
John Zanzi, Fire Chief
Kenyon Webster, Planning Director
Glenn Schainblatt, Building Official
Rich Emig, Public Works Superintendent
Karen Cano, Assistant Administrative Services Director

Consultants

Joe Gaffney, Consulting City Engineer, Green Valley Consulting Engineers
Tim Erney, Consulting Traffic Engineer, Korve Engineering, Inc.
Becky Duckles, Consulting Arborist, B. Duckles Landscape Consultant

Fiscal Year 2011/2012
Staffing Allocations

Description	Employee Count	--- Percent of Time Allocated by Fund ---						TOTAL
		General Fund	Water Enterprise	Sewer Enterprise	Community Deve.	General Plan	Gas Tax	
<u>CITY COUNCIL</u>								
Councilmembers	5	68%	12%	14%	6%			100%
Total		5						
<u>CITY MANAGER</u>								
City Mgr/Treasurer	1	30%	20%	20%	30%			100%
City Clerk	1	70%	8%	7%	15%			100%
Video Recorder	1	70%	8%	7%	15%			100%
Total		3						
<u>CITY ATTORNEY</u>								
City Attorney	1	87%	3%	3%	5%			100%
Total		1						
<u>BUILDING</u>								
Building Official	1	74%	13%	13%				100%
Admin Assistant	.50	74%	13%	13%				100%
Total		1.50						
<u>COMMUNITY DEVELOPMENT</u>								
Eng. Director	1	22%	34%	23%	11%		10%	100%
Admin Asst - Eng	1	22%	34%	23%	11%		10%	100%
Planning Director	1	56%	4%	4%	26%	10%		100%
Associate Planner	1	56%	4%	4%	26%	10%		100%
Admin Asst - Plan.	.50	56%	4%	4%	26%	10%		100%
Total		4.50						
<u>ADMIN SVCS & FINANCE</u>								
Assistant Director	1	28%	34%	33%	5%			100%
Account Clerk	1	28%	34%	33%	5%			100%
Total		2						
<u>FIRE</u>								
Fire Chief	1	97%	3%					100%
Volunteers	36	97%	3%					100%
Admin Assistant	.50	97%	3%					100%
Total		37.50						

POLICE

Chief	1	100%			100%
Lieutenant	1	100%			100%
Sergeants	4	100%			100%
Officers	8	100%			100%
Dispatchers	5	100%			100%
Technician	1	100%			100%
Aide	1	100%			100%
Reserves	9	100%			100%

Total 30

PUBLIC WORKS

Superintendent	1	17%	48%	35%	100%
Asst Supt	1	40%	40%	20%	100%
Snr Maint Worker	1	20%	30%	50%	100%
Maint Worker III	2	50%	30%	20%	100%
Maint Worker II	2	40%	40%	20%	100%
Maint Worker I	1	40%	30%	30%	100%
Laborer	2	100%			100%
Admin Assistant	.50	100%			100%

Total 10.50

Fund Balance Projections

The City's finances are made up of a number of funds, many of which can only be used for specific purposes. In an effort to provide a sense of the overall fiscal condition of the various funds, two new pages have been added to the budget in this section.

The first page projects where the various funds are projected to end Fiscal Year 2010 – 11. These projections provide the basis for which future budgeting can be developed.

The second page projects where the various funds are projected to end Fiscal Year 2011 – 12 based on the projected revenues in each fund and the recommended expenditures.

With respect to the General Fund, the current adopted Council policy on financial management establishes a 15% reserve balance as the Council's desired minimum. In these difficult financial times, the General Fund reserve has slipped below that level. The recommended budget falls well short of the 15% goal.

Also of significant importance, the Water Utility Fund is operating in a deficit condition. The Sewer Utility, while showing a slight positive fund balance in the upcoming fiscal year is dangerously close to also slipping into a structural deficit situation. City staff will be developing comprehensive rate studies for both of these enterprise funds over the first quarter of Fiscal Year 2011 – 12 for the Council's consideration. Should the Council determine that increased rates are necessary, those increases would be subject to a Proposition 218 election process.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Fund Balance Projections

Fund Number	Fund Name	Funding Source	FY 2010 - 11 Starting Balance	FY 2010 - 11 Projected Revenues	FY 2010 - 11 Projected Expenditures	Approved Encumbrances	FY 2011 - 12 Projected Starting Cash Balance
000	General Fund	General Fund	\$140,335	\$5,262,834	\$4,935,421	\$0	\$467,748
001	Special Sales Tax	Sebastopol .25% Sales Tax	\$596,674	\$464,703	\$597,281	\$0	\$464,096
003/007	Measure M	County Sales Tax	\$235,604	\$231,409	\$400,000	\$0	\$67,013
008	CREBS Financing Proceeds	CREBS Loan	\$365,808	\$0	\$365,808	\$0	\$0
010	Infrastructure Lease	Infrastructure Lease Proceeds	\$314,374	\$0	\$44	\$0	\$314,330
033	Community Fund	Utility Billing Customer Donations	\$10,676	\$1,200	\$0	\$0	\$11,876
066	Slow Down Sebastopol	Donations	\$300	\$0	\$0	\$0	\$300
067	Fire CERT	Public Training Classes	\$647	\$5,550	\$3,735	\$0	\$2,462
068	Building Technology	Building Permits	\$3,109	\$5,823	\$0	\$0	\$8,932
069	Building Incremental Fee	Building Permits	\$12,864	\$10,925	\$9,843	\$0	\$13,946
070	Spill Clean Up Proceeds	Deposits on Spill Cleanups	\$3,000	\$0	\$3,000	\$0	\$0
071	Fire Annexation Fee	Annexation Fee	\$2,804	\$0	\$2,804	\$0	\$0
072	Police Annexation Fee	Annexation Fee	\$924	\$0	\$924	\$0	\$0
073	Climate Protection Conference	Climate Protection Conference	\$6,242	\$0	\$6,242	\$0	\$0
090	Downtown Association	Business License Special Assessment	\$5,842	\$8,800	\$8,000	\$0	\$6,642
095	General Plan/Zoning Amendments	Building Permits	\$32,122	\$23,788	\$2,731	\$0	\$53,179
212	Streets - Federal Grants	Safe Routes to School Grant	\$0	\$57,203	\$57,203	\$0	\$0
221	Laguna Preserve	Grants	\$0	\$20,000	\$20,000	\$0	\$0
224	PD Vehicle Abatement	State of CA	\$89	\$2,400	\$2,489	\$0	\$0
400	Sewer Annexation	Annexation Fee	\$10,174	\$0	\$0	\$0	\$10,174
420	Sewer Utility	Sewer Fees/Enterprise Fund	\$123,168	\$2,097,799	\$2,150,954	\$0	\$70,013
421	Sewer Capital	Sewer Fees/Enterprise Fund	(\$377,192)	\$135,000	\$2,083	\$0	(\$244,275)
422	Wastewater Impact	Building Permits	\$100,303	\$40,000	\$60,000	\$0	\$80,303
500	Water Annexation	Annexation Fee	\$9,229	\$0	\$0	\$0	\$9,229
510	Water Utility	Water Fees/Enterprise Fund	(\$433,067)	\$1,059,065	\$1,114,200	\$0	(\$488,202)
511	Water Capital	Water Fees/Enterprise Fund	\$339,881	\$92,000	\$74,666	\$0	\$357,215
731	Sewer Main Repair	Techite Settlement	\$823,268	\$0	\$543,755	\$0	\$279,513
749	Skate Park	Donations	\$44,648	\$50	\$0	\$0	\$44,698
761	Street Reserve	Sebastopol .25% Sales Tax	\$271,011	\$100,000	\$155,475	\$0	\$215,536
762	Well 4 Litigation	Legal Settlement	\$131,574	\$0	\$5,207	\$0	\$126,367
778	Woodstone Assessment District	Special Assessment	\$37,710	\$32,005	\$41,985	\$0	\$27,730
780	Street Light Assessment	Special Assessment	\$34,852	\$88,188	\$88,000	\$0	\$35,040
800	CDBG Curb Ramps	Federal CDBG Grant	\$1,040	\$29,000	\$30,040	\$0	\$0
801	CDBG Wischemann Hall	Federal CDBG Grant	\$0	\$0	\$0	\$0	\$0
806	ARRA Energy Efficiency	Federal Stimulus Funds	\$0	\$41,237	\$41,237	\$0	\$0
808	Federal ARRA	Federal Stimulus Funds	\$330,865	\$0	\$330,865	\$0	\$0
809	REDCOM	County Contract	\$0	\$75,927	\$75,927	\$0	\$0
812	PD SLESF	State Grant	\$39,951	\$100,200	\$140,151	\$0	\$0
814	PD DUI Grant	State Grant	\$0	\$3,068	\$3,068	\$0	\$0
817	Fire SAFER Grant	State Grant	\$0	\$0	\$0	\$0	\$0
823	PD Dept. Health Services	County Grant	\$5,151	\$50,000	\$55,151	\$0	\$0
824	PD Seatbelt Grant	State Grant	\$0	\$696	\$696	\$0	\$0
825	OTS - DUI Grant	State Grant	\$0	\$696	\$696	\$0	\$0
830	Gas Tax	State Gas Tax	\$14,643	\$211,641	\$217,200	\$0	\$9,084
835	Traffic Congestion Relief Fund	State Gas Tax	\$19,891	\$0	\$0	\$0	\$19,891
836	Proposition 1B	State Transportation Bonding	\$378,337	\$0	\$339,817	\$0	\$38,520
860	Park In Lieu	Development Impact Fee	\$299,090	\$127,500	\$83,658	\$0	\$342,932
866	Bike Rack Program	Bay Area Air Quality District Grant	\$0	\$0	\$0	\$0	\$0
870	Traffic Impact Fee	Development Impact Fee	\$1,045,754	\$120,325	\$386,405	\$0	\$779,674
875	Utility Undergrounding	Development Impact Fee	\$184,730	\$0	\$0	\$0	\$184,730
900	Ceres Building Fund	Property Tax Increment	\$0	\$45,000	\$22,500	\$0	\$22,500
905	Sequoia Solar Debt Service Reserve	Property Tax Increment	\$0	\$329,888	\$0	\$0	\$329,888
950	Redevelopment	Property Tax Increment	\$4,300,090	\$1,320,000	\$1,789,631	\$1,124,595	\$2,705,864
951	Redev. Low/Mod Housing	Property Tax Increment	(\$810,186)	\$552,803	\$433,042	\$650,000	(\$1,340,425)
Totals			\$8,656,329	\$12,746,723	\$14,601,934	\$1,774,595	\$5,026,523

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Fund Balance Projections

Fund Number	Fund Name	Funding Source	FY 2011 - 12 Projected Starting Balance	FY 2011 - 12 Approved Revenues	FY 2011 - 12 Approved Expenditures	Approved Encumbrances	FY 2011 - 12 Projected Ending Cash Balance
000	General Fund	General Fund	\$467,748	\$5,031,433	\$5,031,433	\$90,233	\$377,515
001	Special Sales Tax	Sebastopol .25% Sales Tax	\$464,096	\$473,000	\$573,072	\$0	\$364,024
003	Measure M	County Sales Tax	\$67,013	\$991,517	\$991,517	\$0	\$67,013
008	CREBS Financing Proceeds	CREBS Loan	\$0	\$0	\$0	\$0	\$0
010	Infrastructure Lease	Infrastructure Lease Proceeds	\$314,330	\$0	\$241,150	\$0	\$73,180
033	Community Fund	Utility Billing Customer Donations	\$11,876	\$0	\$0	\$0	\$11,876
066	Slow Down Sebastopol	Donations	\$300	\$0	\$0	\$0	\$300
067	Fire CERT	Public Training Classes	\$2,462	\$0	\$647	\$0	\$1,815
068	Building Technology	Building Permits	\$8,932	\$3,000	\$0	\$0	\$11,932
069	Building Incremental Fee	Building Permits	\$13,946	\$7,000	\$0	\$0	\$20,946
070	Spill Clean Up Proceeds	Deposits on Spill Cleanups	\$0	\$0	\$0	\$0	\$0
071	Fire Annexation Fee	Annexation Fee	\$0	\$0	\$0	\$0	\$0
072	Police Annexation Fee	Annexation Fee	\$0	\$0	\$0	\$0	\$0
073	Climate Protection Conference	Climate Protection Conference	\$0	\$0	\$0	\$0	\$0
090	Downtown Association	Business License Special Assessment	\$6,642	\$8,200	\$8,000	\$0	\$6,842
095	General Plan/Zoning Amendments	Building Permits	\$53,179	\$25,000	\$48,566	\$0	\$29,614
212	Streets - Federal Grants	Safe Routes to School Grant	\$0	\$82,206	\$82,206	\$0	\$0
221	Laguna Preserve	Grants	\$0	\$37,000	\$37,000	\$0	\$0
224	PD Vehicle Abatement	State of CA	\$0	\$2,600	\$2,600	\$0	\$0
400	Sewer Annexation	Annexation Fee	\$10,174	\$0	\$0	\$0	\$10,174
420	Sewer Utility	Sewer Fees/Enterprise Fund	\$70,013	\$2,097,000	\$2,065,961	\$0	\$101,052
421	Sewer Capital	Sewer Fees/Enterprise Fund	(\$244,275)	\$110,000	\$62,083	\$0	(\$196,358)
422	Wastewater Impact	Building Permits	\$80,303	\$5	\$0	\$0	\$80,308
500	Water Annexation	Annexation Fee	\$9,229	\$0	\$0	\$0	\$9,229
510	Water Utility	Water Fees/Enterprise Fund	(\$488,202)	\$1,059,950	\$1,165,630	\$0	(\$593,882)
511	Water Capital	Water Fees/Enterprise Fund	\$357,215	\$100,000	\$208,379	\$0	\$248,836
731	Sewer Main Repair	Techite Settlement	\$279,513	\$23,542	\$200,000	\$0	\$103,055
749	Skate Park	Donations	\$44,698	\$0	\$0	\$0	\$44,698
761	Street Reserve	Sebastopol .25% Sales Tax	\$215,536	\$0	\$0	\$0	\$215,536
762	Well 4 Litigation	Legal Settlement	\$126,367	\$0	\$0	\$0	\$126,367
778	Woodstone Assessment District	Special Assessment	\$27,730	\$32,000	\$41,985	\$0	\$17,745
780	Street Light Assessment	Special Assessment	\$35,040	\$110,000	\$91,800	\$0	\$53,240
800	CDBG Curb Ramps	Federal CDBG Grant	\$0	\$0	\$0	\$0	\$0
801	CDBG Wischemann Hall	Federal CDBG Grant	\$0	\$0	\$0	\$0	\$0
806	ARRA Energy Efficiency	Federal Stimulus Funds	\$0	\$41,237	\$41,237	\$0	\$0
808	Federal ARRA	Federal Stimulus Funds	\$0	\$0	\$0	\$0	\$0
809	REDCOM	County Contract	\$0	\$89,369	\$89,369	\$0	\$0
812	PD SLESF	State Grant	\$0	\$0	\$0	\$0	\$0
814	PD DUI Grant	State Grant	\$0	\$0	\$0	\$0	\$0
823	PD Dept. Health Services	County Grant	\$0	\$0	\$0	\$0	\$0
824	PD Seatbelt Grant	State Grant	\$0	\$0	\$0	\$0	\$0
830	Gas Tax	State Gas Tax	\$9,084	\$211,841	\$197,124	\$0	\$23,801
835	Traffic Congestion Relief Fund	State Gas Tax	\$19,891	\$0	\$19,891	\$0	\$0
836	Proposition 1B	State Transportation Bonding	\$38,520	\$0	\$38,520	\$0	\$0
860	Park In Lieu	Development Impact Fee	\$342,932	\$0	\$231,470	\$0	\$111,462
866	Bike Rack Program	Bay Area Air Quality District Grant	\$0	\$0	\$0	\$0	\$0
870	Traffic Impact Fee	Development Impact Fee	\$779,674	\$68,000	\$17,851	\$0	\$829,823
875	Utility Undergrounding	Development Impact Fee	\$184,730	\$0	\$0	\$0	\$184,730
900	Ceres Building Fund	Property Tax Increment	\$22,500	\$0	\$22,500	\$0	\$0
905	Sequoia Solar Debt Service Reserve	Property Tax Increment	\$329,888	\$0	\$20,295	\$0	\$309,593
950	Redevelopment	Property Tax Increment	\$2,705,864	\$1,320,000	\$2,073,904	\$0	\$1,951,960
951	Redev. Low/Mod Housing	Property Tax Increment	(\$1,340,425)	\$548,000	\$46,765	\$0	(\$839,190)
Totals			\$5,026,523	\$12,471,900	\$13,650,955	\$90,233	\$3,757,235

Major Fund Balance Summaries

While the City's overall financial picture is comprised of many different funds, the following page shows the four major funds that make up the overwhelming majority of the City's operations.

As the report indicates, the General Fund is fully balanced. The Sewer Fund shows a small positive balance, while both the Water Fund and Redevelopment Fund show expenditures exceeding projected revenues. In the case of the Water Fund, it is operating at a deficit and a rate study will be completed in the first quarter of Fiscal Year 2011 – 12 which will recommend strategies for correcting that structural deficit.

In the case of the Redevelopment Fund, while the recommended expenditures exceed projected revenues, there is more than sufficient funds available in its fund balance to cover that situation.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Major Fund Summaries

General Fund

Revenues

Revenue Type	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
Non Departmental Revenue	\$4,056,341	\$4,303,779	\$4,481,095	\$4,437,805	\$4,336,183
Departmental Revenue	\$690,915	\$660,357	\$643,167	\$825,028	\$695,250
Total General Fund Revenue	\$4,747,256	\$4,964,136	\$5,124,262	\$5,262,834	\$5,031,433

Expenditures

Expenditure Type	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
Non Departmental Expenditures	\$218,298	\$183,493	\$164,420	\$173,985	\$179,739
Departmental Expenditures	\$5,452,570	\$4,884,580	\$4,750,572	\$4,761,436	\$4,851,694
Total General Fund Expenditures	\$5,670,868	\$5,068,073	\$4,914,992	\$4,935,421	\$5,031,433

Net Budget Surplus / Deficit **(\$923,612)** **(\$103,937)** **\$209,270** **\$327,413** **(\$0)**

Sewer Operations Fund

Revenues

Revenue Type	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
Revenue	\$2,115,584	\$2,103,085	\$2,353,000	\$2,097,799	\$2,097,000
Total Sewer Operations Revenue	\$2,115,584	\$2,103,085	\$2,353,000	\$2,097,799	\$2,097,000

Expenditures

Expenditure Type	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
Expenditures	\$1,946,532	\$1,966,343	\$2,133,355	\$2,150,954	\$2,065,961
Total Sewer Operations Expenditures	\$1,946,532	\$1,966,343	\$2,133,355	\$2,150,954	\$2,065,961

Net Budget Surplus / Deficit **\$169,052** **\$136,742** **\$219,645** **(\$53,155)** **\$31,039**

Water Operations Fund

Revenues

Revenue Type	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
Revenue	\$1,127,983	\$1,097,278	\$1,208,700	\$1,059,065	\$1,059,950
Total Water Fund Revenue	\$1,127,983	\$1,097,278	\$1,208,700	\$1,059,065	\$1,059,950

Expenditures

Expenditure Type	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
Expenditures	\$1,149,661	\$1,160,134	\$1,119,500	\$1,114,200	\$1,165,630
Total Water Fund Expenditures	\$1,149,661	\$1,160,134	\$1,119,500	\$1,114,200	\$1,165,630

Net Budget Surplus / Deficit **(\$21,678)** **(\$62,856)** **\$89,200** **(\$55,135)** **(\$105,680)**

Redevelopment Agency

Revenues

Revenue Type	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
Revenue	\$1,705,020	\$1,987,314	\$2,206,000	\$1,872,803	\$1,868,000
Total Redevelopment Fund Revenue	\$1,705,020	\$1,987,314	\$2,206,000	\$1,872,803	\$1,868,000

Expenditures

Expenditure Type	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
Expenditures	\$1,146,812	\$1,862,403	\$2,327,408	\$2,222,673	\$2,120,669
Redevelopment Fund Expenditures	\$1,146,812	\$1,862,403	\$2,327,406	\$2,222,673	\$2,120,669

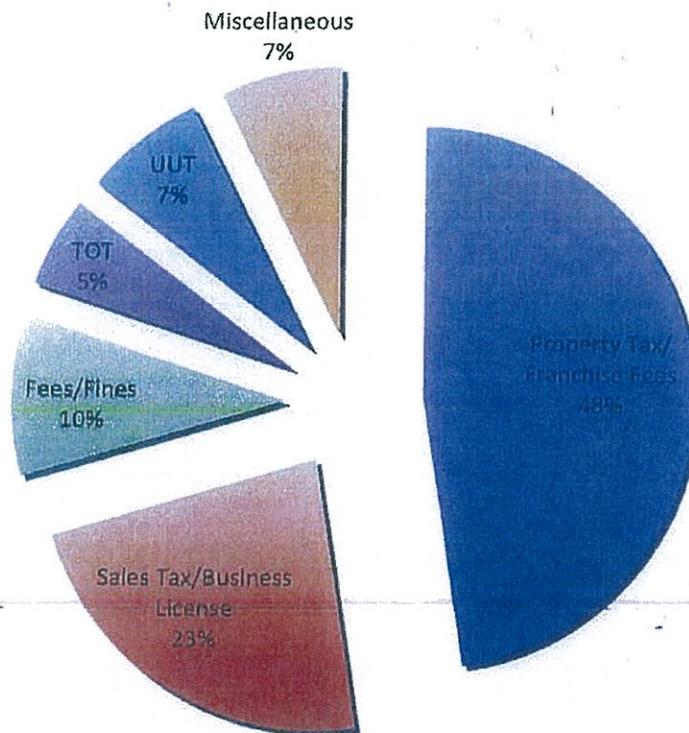
Net Budget Surplus / Deficit **\$558,208** **\$124,911** **(\$121,406)** **(\$349,870)** **(\$252,669)**

Non-Departmental General Fund Revenues

The Non-Departmental General Fund Revenues are made up of most of the tax revenues the City receives. Included in this category are property tax, sales tax, transient occupancy tax, utility users tax, franchise fees, vehicle license fees and other lesser revenue sources. These revenues can be utilized for any general service purpose.

The chart shown below provides the makeup of General Fund revenues overall. As you can see, property tax, sales tax, franchise fees and business licenses make up 71% of total General Fund revenues. This high percentage reflects reductions in receipts of Transient Occupancy Tax over the past two years. It also points out how important a vibrant and growing local business economy is to the City.

Fiscal Year 2011 - 12, General Fund Revenues, By Type



**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Non-Departmental General Fund Revenues

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
4010	Property Tax	\$1,096,027	\$1,012,500	\$1,050,000	\$1,071,608	\$1,075,000
4016	Homeowners Property Tax Relief	\$0	\$20,978	\$0	\$0	\$0
4018	Transient Occupancy Tax	\$248,253	\$238,657	\$320,000	\$270,000	\$270,000
4020	PG&E Franchise	\$67,035	\$63,152	\$68,000	\$65,680	\$68,000
4025	Redwood Empire Garbage Franchise	\$115,133	\$180,799	\$160,000	\$155,000	\$155,000
4030	Cable TV Franchise	\$72,595	\$77,543	\$71,500	\$78,000	\$78,000
4040	Real Estate Transfer Tax	\$84,791	\$119,943	\$110,000	\$100,000	\$105,000
4045	Utility Users Tax (expires 1/1/15)	\$66,509	\$362,021	\$360,000	\$360,000	\$360,000
4050	Sales Tax	\$1,192,191	\$991,849	\$920,835	\$1,031,442	\$1,028,000
4052	Property Tax In-Lieu of Sales Tax	\$317,286	\$337,460	\$400,000	\$375,000	\$340,000
4055	P.S.A.F (Prop 172)	\$61,902	\$56,167	\$70,000	\$50,000	\$50,000
4200	Interest Income	\$19,448	\$2,269	\$75,000	\$30,000	\$25,000
4205	Cell Tower Lease	\$43,102	\$29,482	\$32,000	\$32,000	\$32,000
4210	Rental Income	\$6,866	\$5,498	\$6,000	\$5,000	\$5,000
4300	Vehicle In-Lieu Tax	\$21,215	\$29,920	\$40,000	\$24,000	\$25,000
4301	Property Tax In-Lieu of VLF	\$573,739	\$565,353	\$575,000	\$559,185	\$560,000
4305	ADA Reimbursements	\$0	\$1,761	\$0	\$0	\$0
4310	Off-Highway User Fees	\$0	\$0	\$270	\$0	\$0
4320	State Mandated Cost Reimbursement	\$0	\$4,048	\$8,000	\$8,000	\$8,000
4410	Sale of Publications	\$1,504	\$3,004	\$600	\$400	\$400
4415	Management Staff Time	\$2,985	\$26,764	\$500	\$500	\$500
4421	Notary Fees	\$70	\$70	\$50	\$50	\$50
4425	Plaza Rental Fees	\$3,365	\$5,600	\$2,200	\$5,000	\$5,000
4500	Sale of Surplus Property	\$5,440	\$15,999	\$500	\$550	\$500
4505	Insurance Rebate (Liab & WC)	\$55,854	\$50,880	\$55,000	\$55,000	\$55,000
4510	Miscellaneous Income	\$1,031	-\$4,346	\$250	\$6,000	\$500
4999	Transfers In	\$0	\$106,408	\$155,390	\$155,390	\$0
xxxx	Use of Reserves	\$0	\$0	\$0	\$0	\$90,233
Totals		\$4,056,341	\$4,303,779	\$4,481,095	\$4,437,805	\$4,336,183

Departmental General Fund Revenues

The various City Departments generate revenues that offset their costs to the General Fund. Examples of these revenues are fees for services, permit fees, fines and penalties and other lesser revenues. In the past, the City's budget did not differentiate between non-departmental and departmental revenues. This year, we are providing that breakdown. By tracking revenues in this way, the City is able to better assess the net general fund cost of the various departments and add a new tool for managing departmental activities.

As you will note in the departmental expenditure portion of the budget, each operating department has a cover summary sheet that provides a snapshot of the revenues generated by the department and the ultimate net cost of that department to general fund.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Departmental Revenues

Administrative Services

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Adopted Budget	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
4080	Business Licenses	\$111,647	\$121,692	\$118,000	\$118,000	\$120,000	\$120,000
4424	Admin Services Staff Time	\$5,022	\$6,347	\$3,000	\$3,000	\$5,000	\$5,000
4490	Admin Services Loan Processing	\$78	\$72	\$50	\$50	\$60	\$50
Total Administrative Services Revenue		\$116,747	\$128,111	\$121,050	\$121,050	\$125,060	\$125,050

Planning

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Adopted Budget	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
4420	Planning Fees	\$33,921	\$35,058	\$30,000	\$20,000	\$28,000	\$30,000
4422	Planning Publications	\$261	\$285	\$175	\$175	\$450	\$350
Total Planning Revenue		\$34,182	\$35,343	\$30,175	\$20,175	\$28,450	\$30,350

Police Services

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Adopted Budget	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
4060	Booking Fee Reimbursement	\$0	\$0	\$18,000	\$200	\$141	\$0
4100	Dog Licenses	\$2,405	\$1,910	\$3,000	\$3,000	\$2,000	\$2,000
4110	Pet Shelter Release Fees	\$5,497	\$4,370	\$5,000	\$5,000	\$4,500	\$4,500
4130	Vehicle Code Fines	\$46,492	\$61,705	\$45,000	\$45,000	\$55,000	\$52,000
4140	Criminal Code Fines	\$6,446	\$1,456	\$4,000	\$4,000	\$7,500	\$5,500
4150	Parking Violations	\$40,000	\$24,950	\$40,000	\$40,000	\$23,000	\$23,000
4220	Parking Space Rentals	\$6,851	\$10,324	\$4,000	\$4,000	\$3,255	\$0
4330	P.O.S.T. Reimbursements	\$6,629	\$3,946	\$6,000	\$6,000	\$6,000	\$6,000
4460	Police Services/Fingerprinting	\$78,011	\$73,166	\$36,000	\$36,000	\$25,000	\$25,000
4461	Police D.U.I. Recovery	\$2,933	\$2,162	\$2,300	\$2,300	\$3,000	\$2,500
4462	Vehicle Releases	\$15,237	\$10,710	\$10,000	\$10,000	\$10,000	\$10,000
4463	Police Reports/Copies	\$3,726	\$4,475	\$4,000	\$4,000	\$3,300	\$3,500
4464	Police False Alarms	\$1,460	\$438	\$1,500	\$1,500	\$500	\$500
4467	Police Overtime Reimbursement	\$5,242	\$4,849	\$5,500	\$5,500	\$4,000	\$4,000
Total Police Services Revenue		\$220,929	\$204,461	\$184,300	\$166,500	\$149,196	\$138,500

Fire Services

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Adopted Budget	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
4465	Fire Department Fees	\$38,326	\$13,638	\$22,000	\$26,000	\$33,000	\$30,000
Total Fire Services Revenue		\$38,326	\$13,638	\$22,000	\$26,000	\$33,000	\$30,000

Building Inspection

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Adopted Budget	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
4120	Building Permit Fees	\$127,199	\$95,705	\$120,000	\$120,000	\$240,000	\$160,000
4423	Building Inspector Revenue	\$0	\$0	\$0	\$15,048	\$15,048	\$30,000
Total Building Inspection Revenue		\$127,199	\$95,705	\$120,000	\$135,048	\$255,048	\$190,000

Engineering

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Adopted Budget	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
4430	Encroachment Fees	\$13,158	\$17,966	\$12,000	\$12,000	\$16,000	\$14,000
4431	Engineering Maps/Reports	\$148	\$79	\$200	\$200	\$125	\$100
4432	Grading Permits	\$645	\$1,950	\$1,500	\$1,500	\$1,000	\$1,000
4433	Engineering Staff Time	\$48,805	\$52,291	\$60,000	\$60,000	\$70,000	\$65,000
4434	Sale of Plans & Specifications	\$6,030	\$1,508	\$2,000	\$2,000	\$2,900	\$2,000
Total Engineering Revenue		\$68,786	\$73,794	\$75,700	\$75,700	\$90,025	\$82,100

Public Works

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Adopted Budget	FY 2010 - 11 Amended Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
4440	Street/Sidewalk Reimbursement	\$16,860	\$29,834	\$16,900	\$16,900	\$20,000	\$19,000
4445	Public Works Services	\$22,312	\$29,905	\$17,500	\$37,044	\$84,000	\$40,000
4480	Ives Pool Reimbursement	\$43,628	\$49,292	\$44,500	\$44,500	\$40,000	\$40,000
4485	Recreation Utility Reimbursement	\$1,946	\$274	\$250	\$250	\$250	\$250

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Departmental Revenues

Total Public Works Revenue	\$84,746	\$109,305	\$79,150	\$98,684	\$144,250	\$99,250
Total Departmental Revenues	\$690,915	\$660,357	\$632,375	\$643,167	\$825,029	\$695,260

Non-General Fund Revenues

The City receives revenues that are restricted in their use, i.e. cannot be utilized for general government operations. The principal areas of non-General Fund Revenues are the sewer, water and redevelopment funds. There are also a number of additional funds such as grants, gas tax, state and federal funding and other sources that the City receives which can only be used for specific purposes. For example, gas tax revenues must be used for street maintenance or construction purposes and the City is audited regularly to assure that those revenues are being utilized legally.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Non-General Fund Revenues

Special Sales Tax (001)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
001-4050	Sales Tax - 25%	\$416,000	\$445,384	\$520,000	\$461,703	\$470,000
001-4200	Interest	\$7,483	\$3,086	\$8,000	\$3,000	\$3,000
Total Special Sales Tax Revenue		\$423,483	\$448,470	\$528,000	\$464,703	\$473,000

Measure M Transportation Tax (003 and 007)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
003/007-4050/4062	Sonoma County Sales Tax	\$47,723	\$39,939	\$51,000	\$41,467	\$43,000
Total Measure M Transportation Tax		\$47,723	\$39,939	\$51,000	\$41,467	\$43,000

Energy Rebate (008)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
008-4504	Energy Rebates	\$0	\$0	\$0	\$140,169	\$0
Total Energy Rebate		\$0	\$0	\$0	\$140,169	\$0

Green Building Fee - SB 1473 (021)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
021-4126	Green Building Fee	\$0	\$0	\$0	\$600	\$1,000
Total Green Building Fee		\$0	\$0	\$0	\$600	\$1,000

Community Funds (033)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
033-4511	Utility Billing Customer Donations	\$1,292	\$1,255	\$1,000	\$1,200	\$1,000
Total Community Funds		\$1,292	\$1,255	\$1,000	\$1,200	\$1,000

CERT - FIRE Program (067)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
067-4127	CERT - FIRE Program	\$0	\$0	\$0	\$5,550	\$0
Total CERT - FIRE Program		\$0	\$0	\$0	\$5,550	\$0

Building Fees (068 and 069)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
068-4124	Building Permit Technology Fee	\$3,432	\$3,036	\$3,000	\$5,823	\$3,000
069-4123	Building Incremental Fee	\$15,515	\$4,250	\$3,000	\$10,925	\$7,000
Total Building Fees		\$18,947	\$7,286	\$6,000	\$16,748	\$10,000

Firearm Surplus Sale (070)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
070-4501	Firearm Surplus Sales	\$0	\$0	\$0	\$320	\$0
Total Firearm Surplus Sale		\$0	\$0	\$0	\$320	\$0

Climate Protection Project (073)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
073-4427	Conference Fees	\$0	\$0	\$0	\$1,220	\$0
Total Climate Protection Project		\$0	\$0	\$0	\$1,220	\$0

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Non-General Fund Revenues

Business Improvement District (090)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
090-4070	BIA Assessment	\$7,934	\$8,142	\$8,200	\$8,800	\$8,200
Total Business Improvement District		\$7,934	\$8,142	\$8,200	\$8,800	\$8,200

General Plan Update Fee (095)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
095-4054	General Plan Update Fee	\$50,416	\$52,264	\$0	\$23,788	\$25,000
Total General Plan Update		\$50,416	\$52,264	\$0	\$23,788	\$25,000

Federal Funds (212)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
212-4833	Safe Routes Federal Grant	\$0	\$0	\$0	\$41,999	\$82,206
Total Federal Funds		\$0	\$0	\$0	\$41,999	\$82,206

Laguna Wetlands (221)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
221-4870	State Grants	\$0	\$0	\$0	\$20,000	\$37,000
Total Laguna Wetlands		\$0	\$0	\$0	\$20,000	\$37,000

Vehicle Abatement Fee (224)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
224-4459	Abandoned Vehicles	\$3,631	\$2,618	\$2,000	\$2,400	\$2,000
Total Vehicle Abatement Fee		\$3,631	\$2,618	\$2,000	\$2,400	\$2,000

Sewer Operating Fund (420)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
420-4200	Interest	\$8,513	\$2,626	\$10,000	\$3,000	\$2,000
420-4505	Insurance Rebate	\$0	\$0	\$4,000	\$0	\$0
420-4720	Sewer Service Fees	\$2,073,298	\$2,062,812	\$2,306,000	\$2,058,799	\$2,060,000
420-4745	Late Fees	\$33,773	\$37,647	\$33,000	\$36,000	\$35,000
Total Sewer Operating Fund		\$2,115,584	\$2,103,085	\$2,353,000	\$2,097,799	\$2,097,000

Sewer Capital (421)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
421-4200	Interest	\$28,601	\$2,520	\$35,000	\$10,000	\$10,000
421-4710	Connection Impact Fees	\$83,108	\$150,135	\$150,000	\$125,000	\$100,000
Total Sewer Capital		\$111,709	\$152,655	\$185,000	\$135,000	\$110,000

Wastewater Impact Fee (422)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
422-4125	Wastewater Retrofit Impact Fee	\$12,350	\$43,880	\$40,000	\$40,000	\$25,000
Total Wastewater Impact Fee		\$12,350	\$43,880	\$40,000	\$40,000	\$25,000

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Non-General Fund Revenues

Water Operating Fund (510)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
510-4200	Interest	\$2,364	\$233	\$5,000	\$250	\$250
510-4505	Insurance Rebate	\$0	\$0	\$4,000	\$0	\$0
510-4750	City Used Water	\$69,443	\$66,783	\$72,000	\$63,000	\$65,000
510-4755	Residential - Inside City	\$805,454	\$778,942	\$850,000	\$750,000	\$750,000
510-4756	Residential - Outside City	\$21,300	\$22,343	\$22,000	\$20,000	\$20,000
510-4760	Commercial - Inside City	\$223,287	\$224,177	\$250,000	\$220,000	\$220,000
510-4761	Commercial - Outside City	\$529	\$371	\$600	\$800	\$800
510-4770	Backflow Inspections	\$875	\$0	\$1,500	\$400	\$500
510-4780	New Service Fees	\$3,826	\$3,779	\$3,000	\$3,200	\$3,000
510-4790	Water Meter Sales	\$905	\$650	\$600	\$1,415	\$600
Total Water Operating Fund		\$1,127,983	\$1,097,278	\$1,208,700	\$1,059,065	\$1,059,950

Water Capital (511)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
511-4200	Interest	\$6,532	\$2,061	\$15,000	\$2,000	\$2,000
511-4740	Connection Impact Fees	\$39,950	\$91,470	\$92,000	\$90,000	\$65,000
Total Water Capital		\$46,482	\$93,531	\$107,000	\$92,000	\$67,000

Techite Settlement Fund (731)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
731-1113/1102	Loan Repayment from GF	\$0	\$0	\$0	\$0	\$23,542
Total Techite Settlement Fund		\$0	\$0	\$0	\$0	\$23,542

Skatepark Fund (749)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
749-4511	Donations	\$4,525	\$6,521	\$0	\$50	\$0
Total Skatepark Fund		\$4,525	\$6,521	\$0	\$50	\$0

Street Reserve (761)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
761-4999	Transfer In	\$100,000	\$100,000	\$100,000	\$100,000	\$0
Total Street Reserve Fund		\$100,000	\$100,000	\$100,000	\$100,000	\$0

Assessment Districts (778 & 780)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
778-4014	Woodstone Special Assessment	\$31,384	\$30,665	\$32,000	\$32,000	\$32,000
778-4200	Interest	\$594	\$5	\$800	\$5	\$0
780-4725	Street Lighting Assessment	\$119,691	\$89,097	\$120,800	\$88,188	\$110,000
Total Assessment Districts		\$151,669	\$119,767	\$153,600	\$120,193	\$142,000

CDBG Grant (800)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
800-4360	CDBG Grant	\$0	\$0	\$0	\$29,000	\$0
Total CDBG Fund		\$0	\$0	\$0	\$29,000	\$0

REDCOM Contract (809)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
809-4374	REDCOM Grant	\$0	\$0	\$35,879	\$75,927	\$89,369
Total REDCOM Contract		\$0	\$0	\$35,879	\$75,927	\$89,369

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Non-General Fund Revenues

Special Law Enforcement Supplemental Funds (SLESF) (812)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
812-4200	Interest	\$1,059	\$208	\$3,000	\$200	\$0
812-4836	SLESF ERAF Return	\$50,000	\$150,000	\$100,000	\$100,000	\$0
Total SLESF		\$51,059	\$150,208	\$103,000	\$100,200	\$0

OTS/AVD the 13 (814)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
814-4870	State Grant	\$0	\$0	\$0	\$3,068	\$4,500
Total OTS		\$0	\$0	\$0	\$3,068	\$4,500

DRS Police Grant (823)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
823-4890	Sonoma County Grant	\$0	\$0	\$50,000	\$50,000	\$0
Total DRS Police Grant		\$0	\$0	\$50,000	\$50,000	\$0

OTS - Seatbelt (824)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
824-4870	State Grant	\$0	\$0	\$0	\$696	\$0
Total OTS Seatbelt		\$0	\$0	\$0	\$696	\$0

OTS - DUI (2010 - 11) (825)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
825-4870	State Grant	\$0	\$0	\$0	\$696	\$0
Total OTS DUI (2010 - 11)		\$0	\$0	\$0	\$696	\$0

Gas Tax Fund (830)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
830-4801	Gas Tax Revenue & Taxation 4360	\$0	\$0	\$211,841	\$211,641	\$211,841
830-4805	S2105 Gas Tax (Prop 111)	\$42,174	\$42,887	\$0	\$0	\$0
830-4810	S2106 Gas Tax	\$34,482	\$34,752	\$0	\$0	\$0
830-4815	S2107 Gas Tax	\$56,131	\$57,160	\$0	\$0	\$0
830-4820	S2107.5 Gas Tax (Engineering)	\$2,000	\$2,000	\$0	\$0	\$0
Total Gas Tax		\$134,787	\$136,799	\$211,841	\$211,641	\$211,841

Gas Tax Fund - AB 2928 (835)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
835-4200	Interest	\$984	\$412	\$0	\$0	\$0
835-4800	AB2928 Traffic Congestion Relief Funds	\$65,310	\$70,462	\$0	\$0	\$0
Total Gas Tax Fund - AB 2829		\$66,294	\$70,874	\$0	\$0	\$0

Park In-Lieu (860)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
860-4200	Interest	\$3,562	\$1,573	\$5,000	\$2,500	\$1,600
860-4850	Park Impact Fee	\$52,110	\$127,985	\$125,000	\$125,000	\$25,000
Total Park In Lieu		\$55,672	\$129,558	\$130,000	\$127,500	\$26,600

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Non-General Fund Revenues

Traffic Impact Fee (870)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
870-4200	Interest	\$15,409	\$6,064	\$20,000	\$8,000	\$8,000
870-4855	Traffic Impact Fee	\$38,594	\$80,638	\$75,000	\$80,000	\$60,000
Total Traffic Impact Fee		\$54,003	\$86,702	\$95,000	\$88,000	\$68,000

Redevelopment Fund (950)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
950-4200	Interest	\$56,641	\$18,119	\$60,000	\$20,000	\$20,000
950-4950	Tax Increment	\$1,064,100	\$1,404,970	\$1,600,000	\$1,300,000	\$1,300,000
950-4955	Loan Repayments	\$8,000	\$8,000	\$0	\$0	\$0
Total Redevelopment Fund		\$1,128,741	\$1,431,089	\$1,660,000	\$1,320,000	\$1,320,000

Redevelopment Low and Moderate Income Housing Fund (951)

Account Number	Description	FY 2008 - 09 Actual	FY 2009 - 10 Actual	FY 2010 - 11 Budget	FY 2010 - 11 Projected	FY 2011 - 12 Approved
951-4200	Interest	\$26,930	\$2,167	\$0	\$1,500	\$0
951-4210	Rental Income	\$27,234	\$33,060	\$25,000	\$33,000	\$33,000
951-4950	Tax Increment	\$522,115	\$520,998	\$521,000	\$518,303	\$515,000
951-4999	Transfers In	\$0	\$0	\$0	\$0	\$0
Total Redev. Low and Moderate Income Housing		\$576,279	\$556,225	\$546,000	\$552,803	\$548,000

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

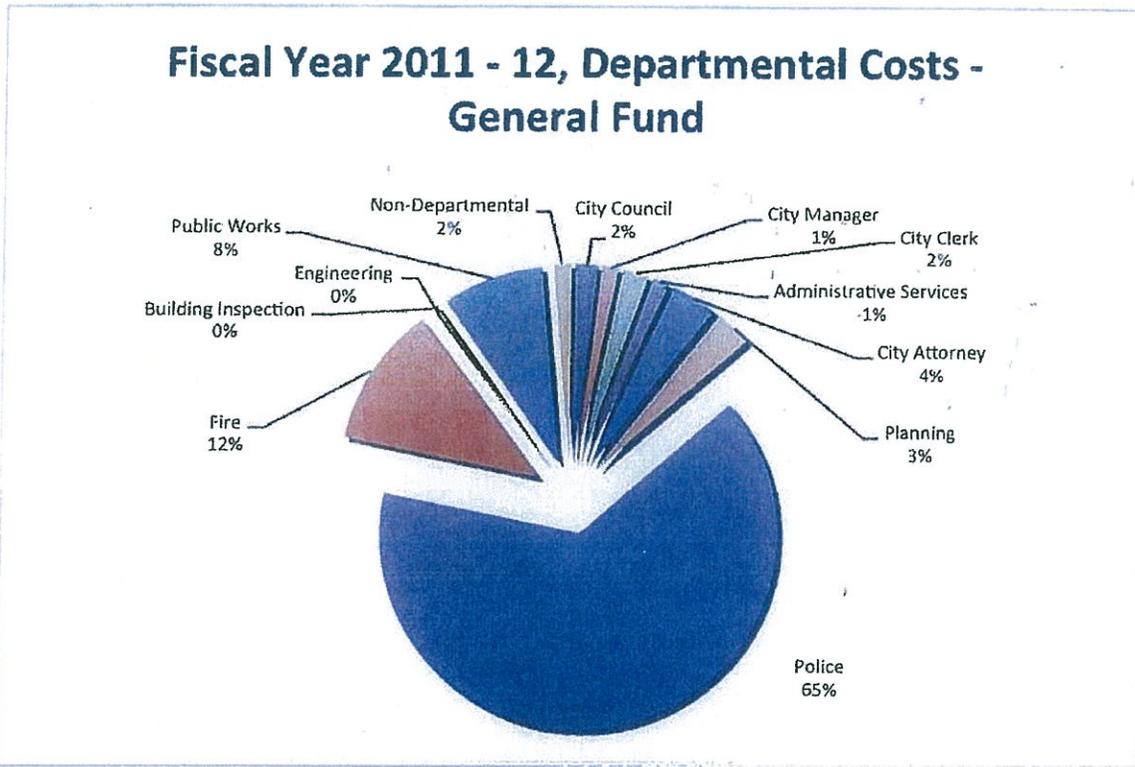
Non-General Fund Revenues

All Funds	\$6,290,563	\$6,838,146	\$7,575,220	\$6,971,382	\$6,475,208
	\$766,824	\$1,082,232	\$1,125,920	\$1,356,819	\$835,258

Expenditure Allocations

The following page provides a summary of each department's expenditures shown by fund source. Many operations of the City are funded by multiple funds. For example, the costs to operate the Engineering Department are shared by the General Fund, Water Fund, Sewer Fund, Redevelopment Fund and Gas Tax Fund. Each department's split is different which reflects its areas of activity. Operating expenditures for Public Safety are borne nearly entirely by the General Fund (100% of Police Services and 97% of Fire Services).

The chart below shows the breakdown of expenditures, by Department, in the General Fund. Police and Fire make up 77% of those expenditures.



City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditure Allocations Summary

Department	General Fund	Water Fund	Sewer Fund	Redevelopment	Other	Seb. T/U Tax	Total
City Council	\$83,829	\$10,646	\$12,421	\$5,323	\$0	\$3,675	\$115,894
City Manager	\$61,847	\$41,231	\$41,231	\$61,847	\$0	\$21,838	\$227,995
City Clerk	\$96,168	\$10,991	\$9,617	\$20,607	\$0	\$1,837	\$139,220
Administrative Services	\$62,299	\$75,649	\$73,424	\$11,125	\$0	\$3,675	\$226,171
City Attorney	\$171,114	\$9,834	\$5,900	\$9,834	\$0	\$0	\$196,683
Planning	\$162,162	\$11,583	\$11,583	\$75,290	\$28,958	\$3,600	\$293,175
Planning - General Plan Update	\$0	\$0	\$0	\$0	\$19,608	\$0	\$19,608
Police Services	\$2,997,780	\$0	\$0	\$0	\$58,500	\$2,000	\$3,058,280
Fire Services	\$550,622	\$16,931	\$0	\$0	\$149,369	\$31,500	\$748,422
Building Inspection	\$146,006	\$25,650	\$25,650	\$0	\$0	\$3,000	\$200,305
Engineering	\$55,138	\$85,214	\$57,645	\$27,569	\$25,063	\$1,675	\$252,304
Public Works	\$464,728	\$143,203	\$107,285	\$0	\$0	\$154,015	\$869,231
Non-Departmental	\$65,846	\$7,227	\$7,227	\$0	\$0	\$0	\$80,300
Village Park Mobile Home Park	\$25,420	\$2,790	\$2,790	\$0	\$0	\$0	\$31,000
Business Improvement Area	\$0	\$0	\$0	\$0	\$8,000	\$0	\$8,000
Streets - Gas Tax	\$0	\$0	\$0	\$0	\$197,124	\$66,040	\$263,164
Sewage Treatment	\$0	\$0	\$1,351,994	\$0	\$0	\$0	\$1,351,994
Sewer Mains	\$0	\$0	\$282,420	\$0	\$0	\$0	\$282,420
Water Utility	\$0	\$534,511	\$0	\$0	\$0	\$0	\$534,511
Inter-Fund Loans	\$23,888	\$0	\$0	\$0	\$0	\$0	\$23,888
Debt Service	\$64,585	\$190,171	\$76,775	\$755,534	\$51,765	\$280,217	\$1,419,047
Redevelopment General	\$0	\$0	\$0	\$17,520	\$0	\$0	\$17,520
Redevelopment Projects	\$0	\$0	\$0	\$1,111,520	\$0	\$0	\$1,111,520
Low Cost Housing	\$0	\$0	\$0	\$24,500	\$0	\$0	\$24,500
Street Light Assessment District	\$0	\$0	\$0	\$0	\$91,800	\$0	\$91,800
Debt Service - Woodstone Assessment	\$0	\$0	\$0	\$0	\$41,985	\$0	\$41,985
Total Expenditures	\$5,031,433	\$1,165,630	\$2,065,961	\$2,120,669	\$672,171	\$573,072	\$11,628,937
Approved Revenues	\$5,031,433	\$1,059,950	\$2,097,000	\$1,868,000	\$977,258	\$473,000	\$11,506,641
Net Fund Costs	(\$0)	(\$105,680)	\$31,039	(\$252,669)	\$305,087	(\$100,072)	(\$122,296)

City Council

The City Council is the five member elected policy and decision making body of the City. Elected for staggered four year terms, the City Council, through the City staff, is responsible for the operation of the City. The City Council budget reflects the costs associated with supporting the Council's activities.

A change in this year's budget is the inclusion of Community Support contributions to local non-profit service organizations. The City has historically provided funding to a number of such organizations; however, the recommended budget reduces the amount of such funding by roughly 50% from \$47,080 to \$23,500.

City Council membership and terms of office:

Council Person	Term Expires
Guy Wilson, Mayor	November 2012
Michael Kyes, Vice Mayor	November 2014
Kathleen Shaffer	November 2012
Patrick Slayter	November 2014
Sarah Glade Gurney	November 2014

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Departmental Budget Summary

City Council

Departmental Revenues

Operating Revenues	\$0
Grant Revenues	\$0
Total Revenues	\$0

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Redevelopment Fund	6%
Water Fund	12%
Sewer Fund	14%
General Fund	68%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Redevelopment Fund	\$5,323	\$0	\$5,323
Water Fund	\$10,646	\$0	\$10,646
Sewer Fund	\$12,421	\$0	\$12,421
General Fund	\$83,829	\$0	\$83,829
Total Operating Expenditures	\$112,219	\$0	\$112,219

Operation Expenditures by Category	Expenditures
Personnel Services	\$61,333
Supplies and Services	\$50,886
Capital Outlay	\$3,675
Total Departmental Expenditures	\$115,894

TOTAL NET GENERAL FUND EXPENDITURES	\$83,829
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City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

City Council
000-6010

Funding Allocations

Special Sales Tax
Redevelopment Fund
Water Fund
Sewer Fund
General Fund

100% of Capital Outlay
6%
12%
14%
68%

Staff is Mayor and four Councilmembers, and 1 part time Video Operator. Includes expense to rent the Youth Annex from the Community Center for the semi-monthly City Council meetings. In the 11/12 FY, the Comm. Support contracts are trans from 6390/6395.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$19,665	\$19,177	\$19,966	\$19,966	\$19,066	\$19,066
6023	Benefits	\$33,627	\$37,171	\$42,958	\$46,000	\$40,688	\$40,688
6443	Retiree Health Insurance Benefits	\$0	\$0	\$0	\$0	\$1,579	\$1,579
Total Personnel Services		\$53,292	\$56,348	\$62,924	\$65,966	\$61,333	\$61,333

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$211	\$204	\$400	\$300	\$300	\$300
6030	Office Supplies	\$2,430	\$1,947	\$2,100	\$2,000	\$2,000	\$2,000
6050	Misc. Supplies/Services	\$1,284	\$755	\$1,100	\$1,100	\$1,000	\$1,000
6060	Conferences	\$3,483	\$2,483	\$3,000	\$3,600	\$2,500	\$1,300
6065	Meetings	\$3,445	\$2,251	\$3,000	\$2,500	\$2,500	\$1,500
6070	Dues/Subscriptions	\$6,753	\$6,654	\$7,000	\$8,200	\$7,000	\$8,500
6320	Publications	\$3,909	\$8,970	\$7,500	\$7,500	\$7,500	\$6,500
6425	Insurances	\$2,654	\$2,438	\$2,844	\$2,800	\$3,088	\$3,088
6868	Council Approved Initiatives	\$31,496	\$4,043	\$5,596	\$7,500	\$6,000	\$3,200
6874	Community Support Contracts	\$0	\$0	\$0	\$0	\$47,080	\$23,500
Total Supplies and Services		\$55,665	\$29,745	\$32,540	\$35,500	\$78,966	\$50,886
Total Operating Expenditures		\$108,957	\$86,093	\$95,464	\$101,466	\$140,299	\$112,219

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6926	Mic/Recording Equipment	\$985	\$0	\$0	\$0	\$0	\$0
6972	Photocopier Lease	\$3,349	\$3,674	\$3,350	\$3,888	\$3,675	\$3,675
Total Capital Outlay		\$4,334	\$3,674	\$3,350	\$3,888	\$3,675	\$3,675

TOTAL DEPARTMENTAL EXPENDITURES \$113,291 \$89,767 \$98,814 \$105,354 \$143,974 \$115,894

Departmental Cost By Funding Source

Total Departmental Expenditures	\$113,291	\$89,767	\$98,814	\$105,354	\$143,974	\$115,894
Less Community Support Contracts	\$0	\$0	\$0	\$0	\$47,080	\$23,500
Less Special Sales Tax	\$4,334	\$3,674	\$3,350	\$3,888	\$3,675	\$3,675
Subtotal	\$108,957	\$86,093	\$95,464	\$101,466	\$93,219	\$88,719
Redevelopment Fund	\$5,497	\$5,497	\$23,866	\$23,866	\$5,593	\$5,323
Water Fund	\$10,667	\$10,667	\$10,667	\$10,667	\$11,186	\$10,646
Sewer Fund	\$12,168	\$12,168	\$12,168	\$12,168	\$13,051	\$12,421
Net General Fund Cost (includes Community Support contracts)	\$80,625	\$57,761	\$48,763	\$54,765	\$10,409	\$83,829

Community Support Contracts 6874	2008/09	2009/10	2010/11	2011/12 (rec)
SEB03 Community Center	\$23,750	\$23,750	\$22,500	\$11,300
SEB04 Center for the Arts	\$8,000	\$8,000	\$7,600	\$3,800
SEB01 Chamber of Commerce	\$6,000	\$5,250	\$5,000	\$2,500
WES06 Historical Society	\$2,000	\$2,000	\$1,900	\$1,000
SEB11 Rainbow House	\$4,000	\$4,000	\$3,800	\$1,900
BJR07 Senior Center	\$4,500	\$4,250	\$4,000	\$2,000
SEB28 World Friends (less \$125 dues)	\$2,500	\$2,000	\$1,900	\$1,000
REP02 REP Theatre (offsets park fees)	\$500	\$400	\$380	\$0
Total	\$61,250	\$49,650	\$47,080	\$23,500

City Manager

The City Manager is the chief administrator of the City. The City Manager also functions as the Executive Director of the Community Development Agency governed by the Agency's Board of Directors. Under direction of the City Council, the City Manager is responsible for the implementation of Council policies, ordinances and budgetary decisions. The City Manager is also responsible for administration of personnel rules, policies and employee Memorandums of Understanding serving as the Chief Negotiator with the City's two formally recognized bargaining units and the unrepresented employees of the city.

The City Manager provides oversight of the city contracts for goods and services including franchise agreements. The City Manager also represents the City on regional boards and committees as appropriate and liaisons with other governmental entities on priority issues identified by the City Council. Significant collaboration occurs with nonprofit agencies when services and events are provided to benefit the city.

Major Accomplishments in 2010/2011:

- Goals and Priority Setting Session:
 - Conducted City Council Goals and Priority Setting Session
 - Conducted Community Development Agency Goals and Priority Setting Session
- Finalized the development of the City's new website
- Real Property Negotiations:
 - Ceres Project Lease
- Policies Established
 - Substance Abuse Policy
- Completion of 4 Façade Improvement Program Applications
- Ratification of SPOA, SEIU and Unrepresented Employees MOU's for 2010-2011
- Finalized the Comprehensive Memorandums of Understanding (Management, Mid Management and Un-represented, SPOA and SEIU)
- Ordinances Adopted:
 - Public Arts Ordinance
 - Noise Ordinance
 - Medical Marijuana Cultivation Ordinance
- Work with local community non-profits to explore the viability of locating community and civic services in a shared use location.
- Adopted a balance budget that took into account the state takeaways for both the City and Community Development Agency.
- Monitor the corrective efforts to stabilize the county solid waste disposal program and advise the Council on immediate and long range impacts to the city residents and solid waste franchise agreement. ***This is an ongoing effort that staff has continued to monitor and advise the Council. Final action will depend upon the results of the County-wide effort after the County decided to not pursue divestiture of the current Central Landfill site.***
- Continue to monitor staffing needs, especially in the community development departments. ***Staffing within the development departments appears adequate given current workload demands. The Economic Development Specialist was converted to a Economic Development Coordinator who works at the direction of the Executive Director of the Community Development Agency.***

- In conjunction with all affected departments, explore the feasibility and conceptual design of a consolidated city hall. **Activity on this has not occurred due to other priorities and lack of funding.**
- Actively managing the Village Park Mobile Home Park.

Objectives for 2011/2012:

- Complete the update of the Personnel Code revisions.
- Develop a consolidated City Council Protocols Document that brings together in a single place all of the City's policies, ordinances and practices with respect to the City Council and how it operates.
- Continue to work toward improving the technological tools utilized by the City including its website, internal computer system and networks and telecommunications.
- Continue to monitor the difficult fiscal conditions that the City is facing and make adjustments and make recommendations to the City Council as conditions warrant.
- Undertake water and sewer rate studies for the purpose of rectifying the negative balance that these enterprise funds are experiencing.
- Assume the responsibilities of the Administrative Services Director position and work with Administrative Services staff to streamline fiscal operations where possible.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Departmental Budget Summary

City Manager	
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Revenues

Operating Revenues	\$0
Grant Revenues	\$0
Total Revenues	\$0

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Redevelopment Fund	15%
Water Fund	25%
Sewer Fund	25%
General Fund	35%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Redevelopment Fund	\$61,847	\$0	\$61,847
Water Fund	\$41,231	\$0	\$41,231
Sewer Fund	\$41,231	\$0	\$41,231
General Fund	\$61,847	\$0	\$61,847
Total Operating Expenditures	\$206,157	\$0	\$206,157

Operation Expenditures by Category	Expenditures
Personnel Services	\$196,625
Supplies and Services	\$9,532
Capital Outlay	\$21,838
Total Departmental Expenditures	\$227,995

TOTAL NET GENERAL FUND EXPENDITURES	\$61,847
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City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

City Manager
000-6020

Funding Allocations

Special Sales Tax
Redevelopment Fund
Water Fund
Sewer Fund
General Fund

100% of Capital Outlay
30%
20%
20%
30%

Staff: City Manager. The City Manager Department is split into two departments, one for the City Manager and one for the City Clerk. With the elimination of the Administrative Services Director position, the City Manager will spend a greater amount of time on water and sewer fund issues. That change will not necessarily be true of the City Clerk.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$199,300	\$146,854	\$223,980	\$223,980	\$140,000	\$140,000
6016	Vehicle Allowance	\$1,575	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
6020	Overtime	\$0	\$0	\$0	\$347	\$0	\$0
6023	Benefits	\$50,761	\$58,155	\$102,909	\$102,909	\$47,843	\$47,843
6443	Retiree Health Insurance Benefits	\$0	\$0	\$0	\$0	\$4,582	\$4,582
Total Personnel Services		\$251,636	\$209,209	\$331,089	\$331,436	\$196,625	\$196,625

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$323	\$408	\$400	\$400	\$0	\$0
6030	Office Supplies	\$2,207	\$1,898	\$2,000	\$2,000	\$0	\$0
6040	Vehicle	\$100	\$82	\$300	\$150	\$0	\$0
6045	Equipment	\$98	\$131	\$500	\$800	\$0	\$0
6060	Training	\$2,381	\$722	\$3,000	\$2,500	\$500	\$500
6065	Meetings	\$228	\$494	\$1,000	\$750	\$0	\$0
6070	Dues/Subscriptions	\$203	\$374	\$1,000	\$500	\$200	\$200
6425	Insurances	\$10,426	\$9,878	\$11,313	\$11,313	\$6,832	\$6,832
6860	Contract Services	\$11,677	\$474	\$2,500	\$1,500	\$0	\$0
8009	Website Maintenance	\$0	\$1,392	\$3,700	\$3,950	\$2,000	\$2,000
Total Supplies and Services		\$27,643	\$15,853	\$25,713	\$23,863	\$9,532	\$9,532
Total Operating Expenditures		\$279,279	\$225,062	\$356,802	\$355,299	\$206,157	\$206,157

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6907	Phone System	\$0	\$0	\$10,000	\$0	\$0	\$0
6940	Computer	\$0	\$0	\$5,000	\$5,000	\$20,000	\$20,000
6972	Photocopier Lease	\$3,349	\$3,674	\$3,350	\$3,888	\$1,838	\$1,838
Total Capital Outlay		\$3,349	\$3,674	\$18,350	\$8,888	\$21,838	\$21,838
TOTAL DEPARTMENTAL EXPENDITURES		\$282,628	\$228,736	\$375,152	\$364,187	\$227,995	\$227,995

Departmental Cost By Funding Source

Funding Source	2008 - 09 Actual	2009 - 10 Actual	2010 - 11 Budgeted	2010 - 11 Estimated	2011 - 12 Departmental Request	2011 - 12 Approved
Special Sales Tax	\$3,349	\$3,674	\$18,350	\$8,888	\$21,838	\$21,838
Redevelopment Fund	\$50,043	\$50,043	\$124,881	\$124,881	\$61,847	\$61,847
Water Fund	\$29,322	\$29,322	\$29,322	\$29,322	\$41,231	\$41,231
Sewer Fund	\$24,850	\$24,850	\$24,850	\$24,850	\$41,231	\$41,231
Net General Fund Cost	\$175,064	\$120,847	\$177,749	\$176,246	\$61,847	\$61,847

City Clerk

The City Clerk provides coordination of local ballot measures and City Council elections with the County Registrar of Voters, compliance with state campaign reporting and conflict of interest laws, maintaining the official records of the City and Records Retention; Awards Committee; maintains a complete and accurate record of City Council and Community Development Agency proceedings; coordinates the annual Goals and Priority Setting Sessions for City Council and Community Development Agency; Processes Subpoenas, Summons, Public Record Act Requests, appeals and claims; monitors and processes all appointments, resignations and terminations for Boards and Commissions; Contract Management and Administration; compliance with REMIF requirements; Ethics Training; Meeting and Event Coordination and Set Up; Scheduling of Meeting Rooms; Special Events Permits; Diversified Risk Assessment Reporting; Agenda and Agenda Packet Preparation; Legal Notice Publications; Maintain Municipal Code and Official Seal; and provides prompt and courteous service to citizens' requests for assistance.

Major Accomplishments in 2010/11:

- Conducted 20 Public Hearings
- Prepared and Posted 21 City Council and Community Development Agency Agendas and Agenda Packets
- Prepared and Posted 2 Special Meeting Agendas and Packets
- Adopted 9 City Council Ordinances
- Adopted 20 City Council Resolutions
- Completed 21 Special Events Permits (for use of City Parks)
- Executed 13 Contracts and Agreements
- Through the City's web site, City Council meeting agendas and packets are made available to the public 72 hours prior to meeting.
- Administered the Provisions of the Maddy Act and monitored term expirations of: 3 City Councilmember Seats; Commissioners (2 seats); BOC (1 seat); DRB (3 seats)
- Completed 8 Public Records Request Act Submissions
- Completed 6 Claims Processing
- Administered the provisions of State Mandated Ethics Training (AB 1234) to 30 personnel
- Completion of 5 Façade Improvement Program Applications
- Ratification of SPOA MOU for 2009-2010
- Appointments of:
 - 1 - Business Outreach Committee Member
 - 5 - BOC positions upcoming June 2011
 - 2 - Planning Commissioners
 - 3 - PC positions upcoming June 2011
 - 3 - Design Review Boardmembers
- Coordinated the Following:
 - Climate Protection Everybody Profits VII
 - Support for Sponsorship for Building a Prosperous and Liveable Community Symposium Approval of Funding for the Sebastopol Entrepreneurs Project (SEP)
 - Sponsorship of \$600 and Sanction of Art Work by Patrick Amiot for Earth Day Celebrations
 - Rebuilding Together
 - Sebastopol Documentary Film Festival

Objectives for 2011/2012:

- Continue to review and enhance practices and procedures to improve customer service to the Public, City Council and other City departments by enhanced organization and management of City information and records.
- Continue to improve easy programs to ensure quick and efficient retrieval of public records.
- Encourage Departments to update inventory of records to identify those that may be destroyed.
- Continue to enhance ways for access to City records on City web site with continued postings of resolutions, policies, ordinances, etc.

- Continue to maintain accurate records and a legislative history of City Council actions.
- Research cost effective ways for codification and management of the City municipal code.
- Research cost effective ways for electronic agenda and meeting management programs.
- Continued Campaign and Statement of Economic Interest reporting.
- Continue to look at improving City computer and phone system.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Departmental Budget Summary

City Clerk

Revenues

Operating Revenues	\$0
Grant Revenues	\$0
Total Revenues	\$0

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Redevelopment Fund	15%
Water Fund	8%
Sewer Fund	7%
General Fund	70%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Redevelopment Fund	\$20,607	\$0	\$20,607
Water Fund	\$10,991	\$0	\$10,991
Sewer Fund	\$9,617	\$0	\$9,617
General Fund	\$96,168	\$0	\$96,168
Total Operating Expenditures	\$137,383	\$0	\$137,383

Operation Expenditures by Category	Expenditures
Personnel Services	\$125,329
Supplies and Services	\$12,054
Capital Outlay	\$1,837
Total Departmental Expenditures	\$139,220

TOTAL NET GENERAL FUND EXPENDITURES	\$96,168
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City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

City Clerk
000-6021

Funding Allocations

Special Sales Tax
Redevelopment Fund
Water Fund
Sewer Fund
General Fund

100% of Capital Outlay
15%
6%
7%
70%

Staff: City Clerk. The City Manager Department is split into two departments, one for the City Manager and one for the City Clerk. With the elimination of the Administrative Services Director position, the City Manager will spend a greater amount of time on water and sewer fund issues. That change will not necessarily be true of the City Clerk.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$0	\$0	\$0	\$0	\$85,680	\$85,680
6023	Benefits	\$0	\$0	\$0	\$0	\$36,062	\$36,062
6443	Retiree Health Insurance Benefits	\$0	\$0	\$0	\$0	\$3,587	\$3,587
Total Personnel Services		\$0	\$0	\$0	\$0	\$125,329	\$125,329

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$0	\$0	\$0	\$0	\$400	\$400
6030	Office Supplies	\$0	\$0	\$0	\$0	\$2,000	\$2,000
6040	Vehicle	\$0	\$0	\$0	\$0	\$300	\$300
6045	Equipment	\$0	\$0	\$0	\$0	\$500	\$500
6060	Training	\$0	\$0	\$0	\$0	\$1,500	\$1,500
6065	Meetings	\$0	\$0	\$0	\$0	\$750	\$750
6070	Dues/Subscriptions	\$0	\$0	\$0	\$0	\$300	\$300
6425	Insurances	\$0	\$0	\$0	\$0	\$4,704	\$4,704
6610	Election Expense	\$8,136	\$68	\$9,400	\$4,500	\$100	\$100
6860	Contract Services	\$0	\$0	\$0	\$0	\$1,500	\$1,500
8009	Website Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Total Supplies and Services		\$8,136	\$68	\$9,400	\$4,500	\$12,054	\$12,054
Total Operating Expenditures		\$8,136	\$68	\$9,400	\$4,500	\$137,383	\$137,383

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6972	Photocopier Lease	\$0	\$0	\$0	\$0	\$1,837	\$1,837
Total Capital Outlay		\$0	\$0	\$0	\$0	\$1,837	\$1,837
TOTAL DEPARTMENTAL EXPENDITURES		\$8,136	\$68	\$9,400	\$4,500	\$139,220	\$139,220

Departmental Cost By Funding Source

Funding Source	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
Special Sales Tax	\$0	\$0	\$0	\$0	\$1,837	\$1,837
Redevelopment Fund	\$0	\$0	\$0	\$0	\$20,607	\$20,607
Water Fund	\$0	\$0	\$0	\$0	\$10,991	\$10,991
Sewer Fund	\$0	\$0	\$0	\$0	\$9,617	\$9,617
Net General Fund Cost	\$0	\$0	\$0	\$0	\$96,168	\$96,168

Administrative Services

The Administrative Services Department provides support in three distinct areas of: Finance, Human Resources, and Risk Management. This department is responsible for the control of the City's financial records; City payroll functions; Employee Benefit administration; and Risk Management administration. This department also performs counter and telephone service for City Hall. Ongoing functions of this department include:

Finance

- Preparation of the annual City budget and ongoing monitoring of City's financial health
- Preparation of the annual State Controller reports for the Redevelopment Agency, Gas Tax Street Report, and the general City-wide report of Financial Transactions
- Financial management of the Water and Sewer enterprise funds including billing, collecting, rate setting, and invoicing 2,850 water bill customers every two months
- Maintenance and ongoing annual administration of the City's User Fee Schedule
- Processing of weekly Accounts Payables averaging 700 vendors annually, and administering best purchasing practices
- Ongoing invoicing and collection of Accounts Receivables for over 950 Business Licenses including the Business Improvement Area; 25 Development Deposit Accounts, 2 Transient Occupancy Taxes, Retiree Medical Insurance, Redevelopment Loans, Western So Co Swimmers, DUI billings, Sidewalk Repairs, Water & Sewer After-hours call-outs, and all other revenue & monies owed to City
- Monitors existing loan programs for Rehabilitation and Water & Sewer connection fees
- Administers the Street Lighting Assessment District program
- Management of the City's various bank accounts including those for Redevelopment Agency
- Balancing all the financial records to the general ledger including payroll, accounts receivables, accounts payables, utility billing, business licenses, the monthly reconciliation of all cash and checking accounts, and reports of balances held in developer deposit accounts
- Preparation of all mandated financial Federal, State and other governmental filings
- Assists Auditor in compliance of financial records on an ongoing basis
- Manages all of the City's Grants and Capital Improvement Projects by providing accounting and reconciliation support to the Department Heads on an ongoing basis
- Services the City's various long term Municipal Bond debt, Certificates of Participation and other sources of financing used for major capital projects
- Maintains the Fixed Asset inventory including posting of yearly depreciation
- Provides other departments with monthly financial reports and assistance in budget management on an ongoing basis
- Provides support and information to City staff as requested for all financial functions of the City

Human Resources

- Maintains and manages the City's Payroll, Benefit, Personnel, Medical, and Worker's Compensation records
- Provides a legally compliant City payroll service for an average of 100 employees
- Serves as the insurance and benefit administrator for City staff
- Updates job descriptions for all departments
- Manages Public Employee Retirement System program
- Administration of required AB1825 Anti-Harassment training for City staff
- Administers City's 457 Deferred Compensation programs
- Administration of the City's self-funded Dental and Vision insurance programs
- Administers the City's Child Care benefit program
- Administration of the Health, Life, and Long Term Disability insurance programs
- Administers the City's Medical After Retirement program
- Administers the COBRA program
- Administration of HIPAA privacy act, and Cal/OSHA compliance
- Creates and implements various employee benefit / insurance programs and policies as needed
- Assists employees with all of the City's benefit programs

Risk Management

- Responsible for REMIF's Risk Management programs including City insurances for Property Insurance, Liability Insurance, Vehicle Insurance, Earthquake & Flood Insurance, and Boiler Insurance
- Responsible for REMIF's Employee Insurance programs including Health Insurance, Life Insurance, Long Term Disability Insurance, and Voluntary Life Insurances
- Responsible for management of REMIF's Workers Compensation Insurance coverage
- Responsible for maintaining REMIF's list of all property insured for the City including City buildings, City property and the City's vehicle and equipment fleet

Major Accomplishments in 2010/2011:

- Completed the annual ongoing update for the User Fee Schedule
- Completed the annual City's budget
- Assisted Auditor in completion of the Single Audit Act required for fiscal year ended 2009.

Objectives for 2011/2012:

The departments staffing level has decreased by 50% since 1992, and continues to struggle to maintain basic services.

- Maintain all current functions of the department
- Comply with the new Health Care Reform requirements by communicating the benefits to the employees, and complying with all legally mandated requirements.
- Comply with GASB 54 reporting requirements by creating fixed asset and depreciation schedules for the City's general capital assets and booking depreciation annually for buildings, equipment, vehicles, and improvements.
- Comply with GASB 54 reporting requirements by continuing to monitor the city's committed fund balances.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Departmental Budget Summary

Administrative Services

Revenues

Operating Revenues	\$125,050
Grant Revenues	\$0
Total Revenues	\$125,050

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Redevelopment Fund	5%
Water Fund	34%
Sewer Fund	32%
General Fund	28%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Redevelopment Fund	\$11,125	\$0	\$11,125
Water Fund	\$75,649	\$0	\$75,649
Sewer Fund	\$73,424	\$0	\$73,424
General Fund	\$62,299	\$125,050	-\$62,751
Total Operating Expenditures	\$222,496	\$125,050	\$97,446

Operation Expenditures by Category	Expenditures
Personnel Services	\$184,791
Supplies and Services	\$37,705
Capital Outlay	\$3,675
Total Departmental Expenditures	\$226,171

TOTAL NET GENERAL FUND EXPENDITURES	-\$62,751
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City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department Administrative Services
Account No. 000-6030

Funding Allocations

Special Sales Tax 100% of Capital Outlay
 Redevelopment Fund 5%
 Water Fund 34%
 Sewer Fund 33%
 General Fund 28%

Staff: Assistant Administrative Services Director and Account Clerk
 II. For 11/12 FY, the Employee Award Program is moved to the Non-Departmental 6120 budget page.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$243,465	\$214,624	\$176,171	\$176,171	\$134,724	\$134,724
6013	Health In- Lieu Benefit	\$3,120	\$3,120	\$3,120	\$3,120	\$3,120	\$3,120
6023	Benefits	\$78,206	\$71,039	\$56,797	\$56,797	\$34,847	\$34,847
6435	Employer Paid Deferred Comp	\$3,780	\$3,780	\$3,780	\$3,780	\$3,780	\$3,780
6443	Retiree Health Insurance Benefits	\$0	\$0	\$0	\$0	\$3,315	\$3,315
6490	Retirement Health	\$0	\$0	\$3,563	\$3,563	\$5,005	\$5,005
Total Personnel Services		\$328,571	\$292,563	\$243,431	\$243,431	\$184,791	\$184,791

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6026	Communications	\$698	\$727	\$750	\$750	\$750	\$750
6030	Office Supplies	\$6,311	\$6,940	\$6,600	\$6,600	\$6,600	\$6,600
6040	Vehicle	\$43	\$0	\$200	\$0	\$0	\$0
6045	Equipment	\$3,274	\$3,720	\$3,750	\$3,750	\$3,750	\$3,000
6060	Training	\$515	\$228	\$1,000	\$300	\$750	\$750
6065	Meetings	\$0	\$0	\$0	\$12	\$0	\$0
6070	Dues/Subscriptions	\$515	\$195	\$550	\$570	\$600	\$600
6075	Award Program	\$4,695	\$525	\$1,500	\$1,500	\$0	\$0
6425	Insurances	\$11,878	\$2,529	\$10,836	\$10,836	\$9,105	\$9,105
6850	Sales Tax Audit	\$2,903	\$10,637	\$2,500	\$2,500	\$2,500	\$2,500
6860	Software Maintenance/Contract Services	\$11,086	\$10,349	\$10,500	\$10,617	\$10,500	\$15,000
Total Supplies and Services		\$41,918	\$35,850	\$38,166	\$37,435	\$34,555	\$37,705
Total Operating Expenditures		\$370,489	\$328,413	\$281,617	\$280,866	\$219,346	\$222,496

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6972	Photocopier Lease	\$3,349	\$3,674	\$3,350	\$3,888	\$3,675	\$3,675
Total Capital Outlay		\$3,349	\$3,674	\$3,350	\$3,888	\$3,675	\$3,675
TOTAL DEPARTMENTAL EXPENDITURES		\$373,838	\$332,087	\$284,967	\$284,754	\$223,021	\$226,171

Departmental Cost By Funding Source

Funding Source	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
Special Sales Tax	\$3,349	\$3,674	\$3,350	\$3,888	\$3,675	\$3,675
Redevelopment Fund	\$17,493	\$17,493	\$28,161	\$28,161	\$10,967	\$11,125
Water Fund	\$84,882	\$122,973	\$94,882	\$94,882	\$74,578	\$75,649
Sewer Fund	\$79,607	\$115,336	\$89,607	\$90,751	\$72,384	\$73,424
Net General Fund Cost	\$188,507	\$72,611	\$68,967	\$67,072	\$61,417	\$62,299

City Attorney

The City Attorney is responsible for legal advice and representation of the City Council and all city departments. The City Attorney coordinates all legal representation of the City, including outside counsel, if needed.

Duties include:

- Attending all City Council meetings and Planning Commission meetings as needed.
- Advice and support to City Manager, City Clerk, Administrative Services, Building Inspection, Engineering, Fire, Planning, and Public Works departments.
- Response to public inquiries.
- Continuing education on public law, land use law, conflict of interest laws, etc.
- Review development plans.
- Review insurance requirements of city contractors.
- Review matters of interest to Community Development Agency.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Departmental Budget Summary

City Attorney

Revenues

Operating Revenues	\$0
Grant Revenues	\$0
Total Revenues	\$0

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Redevelopment Fund	5%
Water Fund	5%
Sewer Fund	3%
General Fund	87%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Redevelopment Fund	\$9,834	\$0	\$9,834
Water Fund	\$9,834	\$0	\$9,834
Sewer Fund	\$5,900	\$0	\$5,900
General Fund	\$171,114	\$0	\$171,114
Total Operating Expenditures	\$196,683	\$0	\$196,683
Operation Expenditures by Category	Expenditures		
Personnel Services	\$132,387		
Supplies and Services	\$64,296		
Capital Outlay	\$0		
Total Departmental Expenditures	\$196,683		
TOTAL NET GENERAL FUND EXPENDITURES	\$171,114		

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

City Attorney
000-6040

Funding Allocations

Special Sales Tax
 Redevelopment Fund
 Water Fund
 Sewer Fund
 General Fund

100% of Capital Outlay
 5%
 5%
 3%
 87%

Staff: Contracted City Attorney

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$93,480	\$93,480	\$93,480	\$93,480	\$93,480	\$93,480
6023	Benefits	\$34,894	\$36,515	\$37,919	\$37,919	\$38,907	\$38,907
Total Personnel Services		\$128,374	\$129,995	\$131,399	\$131,399	\$132,387	\$132,387

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6050	Misc. Supplies/Services	\$0	\$122	\$200	\$300	\$300	\$300
6060	Training	\$469	\$120	\$750	\$239	\$500	\$500
6310	Litigation Expense	\$84,337	\$64,636	\$63,000	\$55,000	\$60,000	\$57,000
6425	Insurances	\$5,846	\$5,740	\$5,583	\$5,583	\$6,496	\$6,496
Total Supplies and Services		\$91,652	\$70,618	\$69,533	\$61,122	\$67,296	\$64,296
Total Operating Expenditures		\$220,026	\$200,613	\$200,932	\$192,521	\$199,683	\$196,683

TOTAL DEPARTMENTAL EXPENDITURES **\$220,026** **\$200,613** **\$200,932** **\$192,521** **\$199,683** **\$196,683**

Departmental Cost By Funding Source

Funding Source	2008 - 09	2009 - 10	2010 - 11	2010 - 11	2011 - 12	2011 - 12
Special Sales Tax	\$0	\$0	\$0	\$0	\$0	\$0
Redevelopment Fund	\$8,285	\$8,285	\$8,285	\$8,285	\$9,984	\$9,834
Water Fund	\$7,780	\$7,780	\$7,780	\$7,780	\$9,984	\$9,834
Sewer Fund	\$5,676	\$5,676	\$5,676	\$5,676	\$5,990	\$5,900
Net General Fund Cost	\$198,285	\$178,872	\$179,191	\$170,780	\$173,724	\$171,114

Planning Department

The Planning Department provides planning and environmental review assistance to the City Council, Planning Commission, Design Review Board, Tree Board, Business Outreach Committee, Community Development Agency, citizen committees, residents and the real estate, development and construction industries. This service is divided into two primary functions, current and advance planning. With a small staff (full-time Director, reduced-time Associate Planner, and part-time Administrative Assistant shared with the Public Works Department), the Department has a challenging workload.

Current planning includes staffing a public counter, responding to questions from potential applicants and members of the public, assisting the Building Official in enforcement efforts, receiving and processing applications for land use permits, subdivision and other development permits, preparing staff reports for the appropriate City boards and commissions and performing inspections to assure compliance with zoning and other planning regulations. This role includes preparation of necessary environmental documents as required by State and City laws and policies. Given legal permit processing obligations, current planning work generally takes higher priority over advance planning and special projects in the day-to-day work of the Department. Permit application activity levels, and applicant difficulties or public interest in particular applications also have a significant impact on Department workload.

The Department is responsible for preparing agendas, staff reports and minutes for the Planning Commission, Design Review/Tree Board, and Business Outreach Committee and attends meetings of these boards. Staff members are also routinely present at meetings of the City Council and Community Development Agency to present staff reports.

Advance planning includes preparation of long-range planning documents, including the General Plan, Specific Plans, Economic Development Strategy, Community Development Agency reports, grant preparation, park and community facility planning, special studies, and new policy documents and ordinances. It also includes the following programs, which must be monitored each year:

- Annual level of service/General Plan/Planning and Parks report
- Evaluation of ABAG population forecasts
- Growth Management allocation monitoring
- Provision of educational materials to boards and commissions
- Participation in SCTA PAC
- Preparation of City and economic development newsletters

In addition to traditional planning and land use related functions, the Department manages park development projects. The Department also assists in affordable housing development and with Community Development Agency housing and economic development initiatives.

Major Accomplishments in 2010/2011:

- Processing of a variety of Use Permits and Design Review applications.
- Updating of General Plan and Zoning maps.
- Continuing design review for Barlow renovation project.
- Design review for Ceres and Covert Lane projects.
- Processing of applications for new CVS drug store and bank on former Pellini Chevrolet site.
- Assist with preparation of CDA agreements for Robinson Road affordable housing project and Plaza restroom.
- Coordination of promotional video project.
- Adoption of amendments to sign ordinance.
- Processing of public art ordinance amendments.
- Coordination with Caltrans regarding Highway 12 bridge replacement project.
- Completion of formal annexation reviews for County islands.
- Management of wayfinding guide sign project.

- Management of Plaza restroom project.
- Adoption of medical Cannabis cultivation regulations.
- Coordinate implementation of State Parks habitat restoration grant.
- Assist in coordination of restoration grant from Open Space District.
- Manage design process for expansion of Skategarden Park.
- Manage design process of Village Park park improvements.
- Coordinate minor improvements to Ives Park.
- Prepare Ives Park Renovation Master Plan scope, issue RFP, coordinate consultant selection and contracting.
- Adoption of State-mandated update of landscape ordinance.

Objectives for 2011/2012:

The budget for 2011/2012 includes continuation of the current and advance planning functions detailed above as well as the following special projects listed below. Several of the special projects either have or will involve considerable staff effort and time. Given these projects, the Department has constrained ability to undertake new assignments.

- Continued processing of Use Permits, Variances, subdivisions, design review, building permit plan checks, and tree removal applications.
- Monitor construction projects.
- Monitor construction of Hollyhock affordable housing project.
- Process additional Design Review and any plan checks for the Barlow Renovation project.
- Continued processing of CVS project.
- Process EIR preparation and review for Laguna Vista project.
- Coordinate implementation of guide sign and parking lot kiosk program.
- Initiate construction of Skategarden Park expansion subject to CDA funding.
- Complete design and begin implementation of Village Park campground park conversion project.
- Manage downtown streetscape project.
- Manage Ives Park Renovation Master Plan project.
- Monitor grant opportunities for park or other projects.
- Initiate General Plan update if directed by Council.
- Other projects as established by Council priority-setting process.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Departmental Budget Summary

Planning

Revenues

Planning Revenue	\$	30,350
Total Revenues	\$	30,350

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Redevelopment Fund	26%
Water Fund	4%
Sewer Fund	4%
General Fund	56%
General Plan (Fund 095)	10%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Redevelopment Fund	\$75,290	\$0	\$75,290
Water Fund	\$11,583	\$0	\$11,583
Sewer Fund	\$11,583	\$0	\$11,583
General Plan Fee Fund	\$28,958	\$0	\$28,958
General Fund	\$162,162	\$30,350	\$131,812
Total Operating Expenditures	\$289,575	\$30,350	\$259,225

Operation Expenditures by Category	Expenditures
Personnel Services	\$266,943
Supplies and Services	\$22,632
Capital Outlay	\$3,600
Total Departmental Expenditures	\$293,175

TOTAL NET GENERAL FUND EXPENDITURES	\$131,812
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City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Planning
000-6050

Funding Allocations

Special Sales Tax
Redevelopment Fund
Water Fund
Sewer Fund
General Fund
General Plan (Fund 095)

100% of Capital Outlay
26%
4%
4%
56%
10%

Staff: Planning Director, Associate Planner and .50 Administrative Assistant

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$202,471	\$197,823	\$197,594	\$178,408	\$174,120	\$174,120
6020	Overtime	\$0	\$0	\$0	\$0	\$0	\$0
6023	Benefits	\$81,964	\$83,425	\$82,790	\$82,790	\$85,410	\$85,410
6435	Employer Paid Deferred Comp	\$2,001	\$2,832	\$2,835	\$2,835	\$0	\$0
6490	Retirement Health Savings	\$0	\$0	\$2,901	\$5,157	\$7,413	\$7,413
Total Personnel Services		\$286,436	\$284,080	\$286,120	\$269,190	\$266,943	\$266,943

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$1,087	\$1,186	\$1,200	\$1,150	\$1,200	\$1,200
6030	Office Supplies	\$4,555	\$2,810	\$4,000	\$3,500	\$3,500	\$3,500
6040	Vehicle	\$69	\$0	\$125	\$124	\$125	\$125
6045	Equipment	\$557	\$700	\$700	\$500	\$500	\$500
6060	Training	\$848	\$365	\$900	\$600	\$600	\$300
6065	Meetings - Youth Annex Use	\$914	\$671	\$1,200	\$1,200	\$1,200	\$1,200
6070	Dues/Subscriptions	\$755	\$652	\$650	\$650	\$650	\$650
6320	Publications	\$710	\$556	\$900	\$530	\$500	\$550
6425	Insurances	\$10,367	\$10,190	\$11,337	\$11,337	\$10,107	\$10,107
6860	Contract Services	\$6,348	\$7,892	\$5,500	\$5,500	\$4,500	\$4,500
Total Supplies and Services		\$26,210	\$25,122	\$26,512	\$25,091	\$22,882	\$22,632
Total Operating Expenditures		\$312,646	\$309,202	\$312,632	\$294,281	\$289,825	\$289,575

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6972	Photocopier Lease	\$3,498	\$3,430	\$3,600	\$3,600	\$3,600	\$3,600
Total Capital Outlay		\$3,498	\$3,430	\$3,600	\$3,600	\$3,600	\$3,600
TOTAL DEPARTMENTAL EXPENDITURES		\$316,144	\$312,632	\$316,232	\$297,881	\$293,425	\$293,175

Departmental Cost By Funding Source

Funding Source	2008 - 09 Actual	2009 - 10 Actual	2010 - 11 Budgeted	2010 - 11 Estimated	2011 - 12 Request	2011 - 12 Approved
Special Sales Tax	\$3,498	\$3,430	\$3,600	\$3,600	\$3,600	\$3,600
Redevelopment Fund	\$18,610	\$81,003	\$156,316	\$156,316	\$75,355	\$75,290
Water Fund	\$11,121	\$11,121	\$11,121	\$11,121	\$11,593	\$11,583
Sewer Fund	\$11,121	\$11,121	\$11,121	\$11,121	\$11,593	\$11,583
General Plan (Fund No. 095)	\$0	\$0	\$0	\$0	\$0	\$28,958
Net General Fund Cost	\$273,794	\$205,957	\$134,074	\$115,723	\$162,302	\$162,162

City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

General Plan / Housing Element Update
095-6051

Funding Allocations

Planning department update of the General Plan.

General Plan Update Fee
General Fund(0% if adequate revenue recd)

100%
0%

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6860	Contract Services	\$46,218	\$20,085	\$0	\$3,500	\$19,608	\$19,608
xxxx	Staff Time Allocation	\$0	\$0	\$0	\$0	\$28,958	\$28,958
Total Supplies and Services		\$46,218	\$20,085	\$0	\$3,500	\$48,566	\$48,566
Total Operating Expenditures		\$46,218	\$20,085	\$0	\$3,500	\$48,566	\$48,566
TOTAL DEPARTMENTAL EXPENDITURES		\$46,218	\$20,085	\$0	\$3,500	\$48,566	\$48,566

Departmental Cost By Funding Source							
General Plan Update Fee 095-4054		\$46,218	\$20,085	\$0	\$2,731	\$48,566	\$48,566
Net (Decrease) or Increase to General Fund		\$0	\$0	\$0	\$0	\$0	\$0

Police Department

The level of criminal activity within our community has an impact on our living and working environments. Since Sebastopol has the lowest violent crime rate in Sonoma County, pride in the community is enhanced. The Police Department has an important role in helping to improve the quality of life in Sebastopol through the prevention of crime, the investigation of criminal acts, and the delivery of a variety of public services. Our primary goal is to provide a safe and secure environment for all city residents and anyone who works in or visits Sebastopol.

The Sebastopol Police Department is a full-service law enforcement agency composed of 14 sworn peace officers and 7 civilian support staff. The department is managed by the Chief of Police, the Lieutenant, and a half-time Administrative Support Manager shared with the Cotati Police Department. Line supervision is provided by 4 Police Sergeants. The Sebastopol Police Department's volunteer bureau supplements the paid staff. The Volunteer Bureau is composed of 9 Reserve Police Officers, 15 Community Service Volunteers, and 8 Police Explorers. The department's sworn staff, which peaked at 17 sworn in 2001, was 13 sworn in 2004. Grant funds were used in August of 2004 and January of 2005 to restore two positions, bring the department up to 15 sworn positions. Since the departure of one of the 15 sworn officers in February, 2009, the department has been operating with 14 full-time officers. It is anticipated that during FY2010/2011, an officer will retire, thereby reducing the number of sworn officers to 13.

The department is organized into three major components; Administration, Operations, and Technical and Support Services.

Administration: Consists of the management of the department, which insures that operations are efficient, professional, and directed toward organizational goals and objectives. Administration is also responsible for insuring that fiscal and personnel matters are handled properly and that the agency continues to maintain its exemplary standards of performance and community service.

Operations: Consists of 12 uniformed peace officers who respond to calls for service and crisis intervention twenty-four hours a day, seven days a week. The members of the Volunteer Bureau and their assigned tasks are part of the operations division. The members of the Operations Division are responsible for training newly-hired officers and volunteers, on-going training of existing officers and volunteers, investigation of all criminal activity in Sebastopol, the processing of arrested individuals, and providing general patrol and service delivery around the clock.

Technical and Support Service: The maintenance, processing, and distribution of records are combined with dispatching services, both of which constitute Technical and Support Services. The dispatch center is responsible for accepting all emergency and non-emergency telephone calls for public safety services, both from the public and other agencies. The dispatchers are responsible for directing available resources to address identified community needs. The Administrative Support Manager and the five Dispatchers are also responsible for staffing the front counter, providing a variety of requested services. The Technical and Support Service Division is also responsible for handling and storage of property and evidence, assisting with the maintenance of the Police Services building, parking enforcement and animal control services.

Objectives for 2011/2012:

Goal #1: Obtain staffing levels that provide an effective response to current and anticipated events, and allow the opportunity to address issues pro-actively.

Objective 1.1: Seek funding to restore the School Resource Officer position

Objective 1.2: Seek funding to pay for enhanced DUI enforcement

Objective 1.3: Minimize time lost to on-duty injuries

Objective 1.4: Maintain a viable Volunteer Bureau

Goal #2: Work in collaboration with West County Coalition for Alcohol and Drug Free Youth to continue efforts begun under the Rural Enforcing the Underage Drinking Laws grant.

Objective 2.1: Work with the West County Coalition for Alcohol and Drug Free Youth to seek additional grant funding, possibly including a Drug Free Communities grant.

Objective 2.2: Participate in a community-wide collaborative to reduce youth access to alcohol.

Objective 2.3: Maintain open and on-going communication with school officials.

Objective 2.4: Bring a Deemed Approved ordinance to the City Council for consideration to address issues caused by establishments that sell alcohol.

Goal #3: Continue efforts to maintain an adequate level of professional training.

Objective 3.1: Continue to meet State-mandated training requirements

Objective 3.2: Maintain on-going Use of Force/Range training for all sworn employees.

Goal #4: Maintain relationships within the Spanish-speaking community.

Objective 4.1: Resume presentations on Spanish language radio.

Objective 4.2: Encourage employees to learn functional Spanish.

Objective 4.3: Provide written materials in Spanish.

Goal #5: Maintain our enhanced traffic enforcement efforts.

Objective 5.1: Continue to maximize the educational and enforcement opportunities presented by the motorcycle officers.

Objective 5.2: Make presentation in Driver's Education classes.

Objective 5.3: Utilize the City's Traffic Calming Program to address concerns.

Goal #6: To provide safe, effective and efficient parking control and management.

Objective 6.1: Maintain enhanced enforcement toward parking scofflaws.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget
Departmental Budget Summary**

Police Services

Revenues

Operating Revenues	Projected Amount
Booking Fee Reimbursement	\$0
Dog Licenses	\$2,000
Pet Shelter Release Fees	\$4,500
Vehicle Code Fines	\$52,000
Criminal Code Fines	\$5,500
Parking Violations	\$23,000
Parking Space Rentals	\$0
P.O.S.T Reimbursement	\$6,000
Police Services/Fingerprinting	\$25,000
Police D.U.I. Recovery	\$2,500
Vehicle Releases	\$10,000
Police Reports/Copies	\$3,500
Police False Alarms	\$500
Police Overtime Reimbursement	\$4,000
Total Revenues	\$138,500

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Grant Funding	\$58,500
Redevelopment Fund	0%
Water Fund	0%
Sewer Fund	0%
General Fund	100%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Grant Funding	\$58,500	\$0	\$58,500
General Fund	\$2,997,780	\$138,500	\$2,859,280
Total Operating Expenditures	\$3,056,280	\$138,500	\$2,917,780

Operation Expenditures by Category	Expenditures
Personnel Services	\$2,552,742
Supplies and Services	\$445,038
Capital Outlay	\$2,000
Grant Funded Operations	\$58,500
Total Departmental Expenditures	\$3,058,280

TOTAL NET GENERAL FUND EXPENDITURES	\$2,917,780
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City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Police Department
000-6200

Funding Allocations

Special Sales Tax
Redevelopment
Water Fund
Sewer Fund
General Fund

100% of Capital Outlay
0%
0%
0%
100%

Staff: Police Chief, Lieutenant, Sergeant (4), Officers (8), Dispatcher (5), Per Diem Dispatcher, Technician, Aides (2), Reserve Officers (9)

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$1,412,602	\$1,354,048	\$1,339,698	\$1,339,698	\$1,407,671	\$1,407,671
6012	Vacation In-Lieu	\$10,853	\$4,530	\$7,000	\$12,000	\$7,000	\$7,000
6013	Health In-Lieu Benefit	\$2,269	\$2,475	\$2,475	\$2,475	\$2,475	\$2,475
6014	Worker's Compensation	\$12,034	\$874	\$0	\$0	\$0	\$0
6018	Uniform Allowances	\$24,750	\$24,250	\$25,200	\$23,074	\$22,450	\$22,450
6019	Holiday Pay	\$78,523	\$77,555	\$80,396	\$80,396	\$76,500	\$76,500
6020	Overtime Pay (includes Comp Time prior to 11/12)	\$92,375	\$89,963	\$90,000	\$100,000	\$90,000	\$90,000
6021	Staff Janitorial Services	\$3,554	\$4,055	\$4,029	\$4,029	\$4,055	\$4,055
6022	Compensation Time In-Lieu	\$24,300	\$32,193	\$0	\$23,000	\$13,000	\$13,000
6023	Benefits	\$858,664	\$825,013	\$781,526	\$781,526	\$816,568	\$816,568
6420	Unemployment Insurance	\$13,920	\$8,566	\$0	\$781	\$0	\$0
6435	Employer Paid Deferred Compensation	\$7,318	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
6443	Retiree Health Insurance Benefits	\$0	\$0	\$0	\$0	\$26,314	\$26,315
6490	Retirement Health Savings	\$0	\$0	\$155,391	\$155,391	\$83,108	\$83,108
Total Personnel Services		\$2,541,162	\$2,427,122	\$2,489,315	\$2,625,970	\$2,552,741	\$2,552,742

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$17,224	\$20,522	\$18,000	\$17,000	\$16,000	\$16,000
6030	Office Supplies	\$13,418	\$10,331	\$9,000	\$9,000	\$8,500	\$8,500
6040	Vehicle (fuel consumption detail is below)	\$49,573	\$55,373	\$55,000	\$60,000	\$60,000	\$60,000
6045	Equipment	\$143,681	\$8,573	\$12,000	\$11,000	\$10,000	\$10,000
6050	Misc. Supplies/Services	\$18,432	\$13,909	\$18,000	\$17,000	\$16,000	\$16,000
6051	Booking Fees	\$21,458	\$16,438	\$5,000	\$25,000	\$70,000	\$70,000
6053	Fingerprint Fees	\$43,210	\$41,606	\$0	\$42,000	\$42,000	\$42,000
6060	Training	\$23,355	\$27,926	\$20,000	\$32,000	\$4,000	\$4,000
6070	Dues/Subscriptions	\$1,184	\$1,095	\$1,000	\$1,350	\$1,000	\$1,000
6330	Utilities	\$17,202	\$18,439	\$6,000	\$17,000	\$17,500	\$17,500
6425	Insurances	\$94,904	\$81,574	\$90,427	\$90,427	\$91,688	\$91,688
6860	Contract Services	\$76,671	\$94,470	\$103,000	\$100,000	\$100,000	\$100,000
Total Supplies and Services		\$520,312	\$390,256	\$337,427	\$421,777	\$436,688	\$436,688
Total Operating Expenditures		\$3,061,474	\$2,817,378	\$2,826,742	\$2,947,747	\$2,989,429	\$2,989,430

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6045/50	Police Equipment/Supplies	\$8,754	\$18,278	\$0	\$3,673	\$0	\$0
6903	Police Vehicle Purchase	\$25,786	\$0	\$35,000	\$49,531	\$0	\$0
6940	Computer Equipment	\$33,216	\$0	\$2,100	\$2,080	\$2,000	\$2,000
7043	Parking Lot	\$1,352	\$0	\$0	\$0	\$0	\$0
Total Capital Outlay		\$69,108	\$18,278	\$37,100	\$55,284	\$2,000	\$2,000

TOTAL DEPARTMENTAL EXPENDITURES \$3,130,582 \$2,835,656 \$2,863,842 \$3,003,031 \$2,991,429 \$2,991,430

Vehicle Fuel Consumption	2008-09	2009-10	2010-11 YTD
Petrol Cost	\$27,539	\$30,846	\$27,553
Natural Gas Cost	\$0	\$0	\$0
Total Fuel Cost	\$27,539	\$30,846	\$27,553

POLICE DEPARTMENT FUNDING SOURCE

Departmental Cost By Funding Source	2008-09	2009-10	2010-11	2010-11	2011-12	2011-12
Special Sales Tax	\$69,108	\$18,278	\$37,100	\$55,284	\$2,000	\$2,000
Street Reserve (761)	\$0	\$0	\$155,391	\$155,391	\$0	\$0
General Fund	\$3,061,474	\$2,817,378	\$2,671,351	\$2,792,356	\$2,989,429	\$2,989,430

City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Police Services - SLESF Funding
812-6201

State Government Code Sections 30061 - 30065 designate the Supplemental Law Enforcement Services Fund (SLESF) as a special state allocation to be expended exclusively to provide front line law enforcement services. The funding is subject to the state budget process and may not be available in the future. Senate Bills 736 and 823 require the SLESF expenditure plans be adopted pursuant to a public hearing. The City of Sebastopol adopts the SLESF expenditure plan at its public hearing adopting the City budget and the SLESF appropriation is singled out with a separate public notice and a separate resolution approving the allocation of the SLESF funds.

Funding Allocations

Special Sales Tax
Grant Funding
Redevelopment Fund
Water Fund
Sewer Fund
General Fund

100% of Capital Outlay
\$100,000
0%
0%
0%
Cost - \$100,000

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$68,378	\$69,228	\$73,284	\$73,284	\$0	\$0
6018	Uniform Allowance	\$950	\$950	\$950	\$950	\$0	\$0
6019	Holiday Pay	\$4,717	\$4,792	\$4,710	\$4,710	\$0	\$0
6023	Benefits	\$49,582	\$53,599	\$53,598	\$53,598	\$0	\$0
Total Personnel Services		\$123,627	\$128,569	\$132,542	\$132,542	\$0	\$0

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6045	Equipment	\$96	\$1,037	\$0	\$0	\$0	\$0
Total Supplies and Services		\$96	\$1,037	\$0	\$0	\$0	\$0
Total Operating Expenditures		\$123,723	\$129,606	\$132,542	\$132,542	\$0	\$0

TOTAL DEPARTMENTAL EXPENDITURES \$123,723 \$129,606 \$132,542 \$132,542 \$0 \$0

Departmental Cost By Funding Source

Special Sales Tax	\$0	\$0	\$0	\$0	\$0	\$0
SLESF Grant Funding	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department **Police Grants**
 Account No. **814/823/824/825-6201**
 Funding Allocations
 Grant Funding **100%**

The Police Department received funding from the State of California's Office of Traffic Safety program until fiscal year 2010 - 11. The Sonoma County Department of Health Services- Environmental Prevention grant agreement is a program which the City began administering in fiscal year 2009 -10. This program is designed to implement a community based environmental project to reduce the amount of teen alcohol use in West Sonoma County communities. This grant was funded for a second year in fiscal year 2010 - 11 and could be extended through fiscal year 2013 - 14.

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
Office of Traffic Safety - Avoid the 13th							
814-6020	Office of Traffic Safety Overtime	\$3,975	\$10,795	\$0	\$4,500	\$4,500	\$4,500
Total Avoid the 13th Grant Expenditures		\$3,975	\$10,795	\$0	\$4,500	\$4,500	\$4,500
Department of Health Services - Environmental Prevention							
823-6010	Salaries	\$0	\$0	\$0	\$300	\$0	\$0
823-6020	Overtime	\$0	\$0	\$0	\$500	\$0	\$0
823-6023	Benefits	\$0	\$0	\$0	\$450	\$0	\$0
823-6030	Office Support and Postage	\$0	\$0	\$0	\$175	\$0	\$0
823-6860	Health Services - Environ. Prevention	\$0	\$50,000	\$50,000	\$48,000	\$50,000	\$50,000
Total DHS Environmental Prevention Exp.		\$0	\$50,000	\$50,000	\$49,525	\$50,000	\$50,000
Office of Traffic Safety - Click It or Ticket							
824-6860	OTS Click It or Ticket	\$0	\$4,776	\$0	\$696	\$0	\$0
Total Click It or Ticket Grant Expenditures		\$0	\$4,776	\$0	\$696	\$0	\$0
Office of Traffic Safety - Anti DUI \$29,000 Grant							
825-6020	Overtime	\$0	\$0	\$0	\$11,000	\$0	\$0
825-6030	Office Support and Postage	\$0	\$0	\$0	\$1,500	\$0	\$0
825-6045	Equipment	\$0	\$0	\$0	\$1,400	\$0	\$0
825-6050	Departmental Supplies	\$0	\$0	\$0	\$100	\$0	\$0
825-6860	Training	\$0	\$0	\$0	\$11,000	\$4,000	\$4,000
Total Anti DUI Grant Expenditures		\$0	\$0	\$0	\$25,000	\$4,000	\$4,000
TOTAL GRANT EXPENDITURES		\$3,975	\$65,571	\$50,000	\$79,721	\$58,500	\$58,500

Departmental Cost By Funding Source

814 OTS Avoid the 13th Grant Funding	\$3,975	\$10,795	\$0	\$4,500	\$4,500	\$4,500
823 DHS - Environ. Prevention Grant Funding	\$0	\$50,000	\$50,000	\$49,525	\$50,000	\$50,000
824 OTS Click It or Ticket Grant Funding	\$0	\$4,776	\$0	\$696	\$0	\$0
825 OTS Anti DUI Grant Funding	\$0	\$0	\$0	\$25,000	\$4,000	\$4,000
General Fund Expenditures	\$0	\$0	\$0	\$0	\$0	\$0

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Police Services - Animal Control
000-6220

Funding Allocations

Special Sales Tax
 Redevelopment Fund
 Water Fund
 Sewer Fund
 General Fund

100% of Capital Outlay
 0%
 0%
 0%
 100%

The Police Department contracts with the Humane Society for animal care services.

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6050	Misc. Supplies / Services	\$321	\$1,200	\$300	\$78	\$100	\$100
6860	Contract Services	\$8,127	\$9,582	\$9,000	\$8,150	\$8,150	\$8,250
Total Supplies and Services		\$8,448	\$10,782	\$9,300	\$8,228	\$8,250	\$8,350
Total Operating Expenditures		\$8,448	\$10,782	\$9,300	\$8,228	\$8,250	\$8,350
TOTAL DEPARTMENTAL EXPENDITURES		\$8,448	\$10,782	\$9,300	\$8,228	\$8,250	\$8,350

Fire Department

The Fire Department is responsible for traditional fire safety programs and emergency response. The Fire Department is operated by one full-time Fire Chief, one full-time Technician shared with the Building and Safety Department, and 34 dedicated Volunteer Firefighters.

The department provides emergency response to fires, vehicle accidents, medical emergencies and hazardous situations. It provides non-emergency response to invalid assists, water clean-up, smoke removal and trapped animals. One of its major services is its public education and fire inspection programs, designed to reduce the likelihood and severity of fires.

Objectives for 2011/2012:

Key changes in the proposed budget include:

Salaries:

In 2008, the City agreed to increase the stipend paid to firefighters for responding to calls from \$9 per call to \$13 per call, over a 4 year period. This year the budget includes a \$1 per call increase, raising the stipend to \$13 per call. This increases the budget by \$8,000.

For the past 4 years, the firefighters have been receiving a cafeteria benefit equaling \$100 per month per firefighter. The grant ended in January 2010, with the city responsible for \$9000 of the total \$36000 in FY 09/10. Since that time, the department has acquired another grant, which funds the program for an additional 4 years. It also increases the benefit for each firefighter, based on their activity level with the department. The annual budget for this program has increased from \$36,000 to \$60,000 per year, at no cost to the city during the 4 year grant.

There is also an increase of \$8,000 to the vehicle line item to cover additional fuel costs and for anticipated repairs and maintenance on the vehicle fleet.

Capital Items:

- **Pagers/Radio Equipment**
\$13,000 for purchase of radio pagers and radio equipment to meet the January 2013 FCC deadline to upgrade all radio equipment to a new standard. Our current radio equipment will not be operable after this date.
- **SCBA Tanks**
\$14,400 for the purchase of replacement SCBA Cylinders. These cylinders have a 15-year lifespan, which will expire in mid-2011. This request will purchase replacements to maintain an adequate supply for firefighting purposes.
- **Emergency Generator**
\$95,000 to replace the generator which provided critical electrical power to the fire station. The current generator is 35 years old and has failed several times in the last year.

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Departmental Budget Summary

Fire Services

Revenues

SAFER Grant	\$60,000
Fire Department Fees	\$30,000
REDCOM Agreement	\$89,369
Total Revenues	\$179,369

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Grant Funds	13%
Water Fund	3%
General Fund	97%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Grants	\$60,000	\$0	\$60,000
Water Fund	\$16,931	\$0	\$16,931
REDCOM Contract	\$89,369	\$89,369	\$0
General Fund	\$550,622	\$30,000	\$520,622
Total Operating Expenditures	\$716,922	\$30,000	\$597,553

Operation Expenditures by Category	Expenditures
Personnel Services	\$502,309
Supplies and Services	\$154,613
Capital Outlay	\$31,500
Grant Funded Operations	\$60,000
Total Departmental Expenditures	\$748,422

TOTAL NET GENERAL FUND EXPENDITURES	\$520,622
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City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Fire Services
000-6280

Funding Allocations

Special Sales Tax
SAFER Grant
Water Fund
Fire Annexation Fund
General Fund

100% of Capital Outlay
SAFER GRANT
3%
\$2,062 in FY 2008 - 09
97%

Staff: Fire Chief, .40 Administrative Assistant, 35 Volunteers and 80 Firefighter. The new Fire Truck lease is transferred to the Debt Service page.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$256,542	\$252,919	\$280,474	\$280,474	\$290,074	\$290,074
6023	Benefits	\$108,864	\$113,127	\$108,451	\$108,451	\$115,458	\$115,458
6420	Unemployment Insurance	\$701	\$979	\$3,100	\$3,100	\$2,030	\$2,030
6433	SAFER Benefit Continuation	\$0	\$9,600	\$18,000	\$20,491	\$0	\$0
6443	Retiree Health Insurance Benefits	\$0	\$0	\$0	\$0	\$634	\$634
6490	Retirement Health Savings	\$0	\$0	\$5,140	\$5,140	\$6,244	\$6,244
817-6010	SAFER Salaries	\$11,900	\$39,929	\$0	\$0	\$0	\$0
817-6433	SAFER Grant	\$36,113	\$61,797	\$0	\$0	\$0	\$0
Total Personnel Services		\$414,120	\$478,351	\$415,165	\$417,656	\$414,440	\$414,440

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$5,205	\$5,191	\$5,380	\$5,380	\$5,380	\$5,380
6030	Office Supplies	\$1,810	\$1,145	\$2,000	\$2,000	\$2,000	\$2,000
6040	Vehicle (fuel consumption detail is below)	\$56,041	\$22,395	\$28,700	\$33,000	\$28,700	\$30,000
6045	Equipment	\$5,968	\$5,133	\$6,300	\$9,300	\$9,300	\$9,300
6050	Misc. Supplies/Services	\$82,164	\$70,106	\$64,904	\$64,904	\$64,900	\$64,900
6060	Training	\$6,852	\$5,227	\$5,800	\$6,567	\$6,000	\$6,000
6070	Dues/Subscriptions	\$3,995	\$4,241	\$4,550	\$4,200	\$4,550	\$4,550
6080	Miscellaneous Supplies	\$3,092	\$2,599	\$3,000	\$3,000	\$3,000	\$3,000
6330	Utilities	\$8,425	\$8,538	\$7,000	\$6,000	\$7,000	\$6,500
6425	Insurances	\$17,826	\$15,925	\$18,023	\$18,023	\$18,283	\$18,283
Total Supplies and Services		\$191,378	\$140,500	\$145,657	\$152,374	\$149,113	\$149,913
Total Operating Expenditures		\$605,498	\$618,851	\$560,822	\$570,030	\$563,553	\$564,353

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6905/6932	Chairs - Drill Room Tables / GPS Units	\$2,935	\$0	\$0	\$0	\$0	\$0
6916	Fire Truck Lease (to Debt Service page 11/12)	\$97,058	\$97,058	\$92,000	\$70,000	\$0	\$0
6918	Heater / Water Heater Replacement	\$0	\$0	\$10,600	\$0	\$0	\$0
6934	Jackets - Firefighters	\$0	\$0	\$5,040	\$6,475	\$0	\$0
6940	Computer Purchase	\$0	\$0	\$0	\$600	\$0	\$0
6946	Pagers / Radio Equipment	\$0	\$6,000	\$0	\$4,122	\$13,000	\$13,000
6947	SCBA Tanks and Gear	\$0	\$8,356	\$0	\$0	\$14,400	\$14,400
6972	Photocopier Lease	\$1,879	\$1,965	\$2,600	\$2,651	\$2,600	\$2,600
7028	Trailer - Rescue Supplies	\$5,000	\$0	\$0	\$0	\$0	\$0
7064/7067	Electrical and Command Vehicles	\$28,085	\$0	\$0	\$0	\$0	\$0
7097	Fire Engine (Bennett Valley)	\$0	\$0	\$8,000	\$8,000	\$0	\$0
Total Capital Outlay		\$134,957	\$113,379	\$118,240	\$91,848	\$30,000	\$30,000
TOTAL DEPARTMENTAL EXPENDITURES		\$740,455	\$732,230	\$679,062	\$661,878	\$593,553	\$594,353

Vehicle Fuel Consumption	2008-09	2009-10	YTD
Petrol Cost	\$8,975	\$9,599	\$8,729
Natural Gas Cost	\$0	\$0	\$0
Total Fuel Cost	\$8,975	\$9,599	\$8,729

FIRE DEPARTMENT FUNDING SOURCE

Departmental Cost By Funding Source

	2008 - 09	2009 - 10	2010 - 11	2010 - 11	2011 - 12	2011 - 12
Special Sales Tax	\$134,957	\$113,379	\$118,240	\$91,848	\$30,000	\$30,000
SAFER Grant - Fund 817	\$25,411	\$104,726	\$0	\$0	\$0	\$0
Water Fund	\$18,191	\$18,191	\$18,191	\$17,101	\$16,907	\$16,931
Net General Fund Cost	\$561,896	\$495,934	\$542,631	\$552,929	\$546,646	\$547,422

City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Emergency Preparedness
000-6230

Funding Allocations

Special Sales Tax 0%
 Redevelopment 0%
 Water Fund 0%
 Sewer Fund 0%
 General Fund 100%

\$2,000 is paid to the Sonoma County Emergency Preparedness Services for printing and compiling of emergency plans.

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$1,308	\$976	\$1,000	\$1,000	\$1,000	\$1,000
6030	Office Supplies	\$0	\$0	\$200	\$200	\$200	\$200
6050	Misc. Supplies/Services	\$2,000	\$2,114	\$2,000	\$2,000	\$2,000	\$2,000
Total Supplies and Services		\$3,308	\$3,090	\$3,200	\$3,200	\$3,200	\$3,200
Total Operating Expenditures		\$3,308	\$3,090	\$3,200	\$3,200	\$3,200	\$3,200

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
7063	Trailer for CERT	\$6,675	\$0	\$0	\$0	\$0	\$0
7063	4" Fire Hose, 500'	\$3,601	\$0	\$0	\$0	\$0	\$0
7063	Replace Food Supplies	\$0	\$0	\$500	\$500	\$500	\$500
7063	CERT Radio Equipment	\$0	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Total Capital Outlay		\$10,276	\$0	\$1,500	\$1,500	\$1,500	\$1,500
TOTAL DEPARTMENTAL EXPENDITURES		\$13,584	\$3,090	\$4,700	\$4,700	\$4,700	\$4,700

Departmental Cost By Funding Source

Special Sales Tax	\$10,276	\$0	\$1,500	\$1,500	\$1,500	\$1,500
General Fund	\$3,308	\$3,090	\$3,200	\$3,200	\$3,200	\$3,200

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department **REDCOM Contract**
 Account No. **809-6281**

Funding Allocations

Special Sales Tax 0%
 Redevelopment 0%
 Water Fund 0%
 REDCOM Contract Funding 100%
 General Fund 0%

REDCOM, a joint powers authority providing Fire and EMS dispatch services to the majority of Sonoma County, requested proposals from member agencies to provide a part-time Staff Analyst to the REDCOM Board of Directors. REDCOM has no employees, but contracts with other agencies for all of its services. The City of Sebastopol was awarded the original contract for the position for 1,000 hours in August of 2009. The contract was increased to 1,800 hours of staff time for fiscal years 2010 - 11, and 2011-12.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salary	\$0	\$36,058	\$29,980	\$53,964	\$53,964	\$53,964
6023	Benefits (Personal Time Off)	\$0	\$1,517	\$1,386	\$5,000	\$2,488	\$2,488
xxxx	Payroll Taxes	\$0	\$2,495	\$2,293	\$4,128	\$4,128	\$4,128
xxxx	PERS Retirement	\$0	\$0	\$0	\$10,615	\$26,569	\$26,569
xxxx	City Administrative Services	\$0	\$651	\$720	\$720	\$720	\$720
Total Personnel Services		\$0	\$40,721	\$34,379	\$74,427	\$87,869	\$87,869

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Telephone / Communications	\$0	\$0	\$900	\$900	\$900	\$900
6040	Vehicle	\$0	\$0	\$600	\$600	\$600	\$600
Total Supplies and Services		\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500
Total Operating Expenditures		\$0	\$40,721	\$35,879	\$75,927	\$89,369	\$89,369
TOTAL DEPARTMENTAL EXPENDITURES		\$0	\$40,721	\$35,879	\$75,927	\$89,369	\$89,369

Departmental Cost By Funding Source

REDCOM Contract	\$0	\$40,721	\$35,879	\$75,927	\$89,369	\$89,369
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City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Fire Grants
 821/826-6281

The fund 821 grant was awarded for 95% of \$36,200. The City share was \$1,810. The fund 826 SAFER grant was awarded for \$316,800 over a four year period from 12/18/2010 to 12/17/2014. The City share is zero.

Funding Allocations

Fund 821 Grant Funding
 Fund 826 Grant Funding

95%
 100%

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
FEMA Firefighter Health & Wellness							
821-6281	FEMA Firefighter Health & Wellness	\$0	\$0	\$36,200	\$36,200	\$0	\$0
Total FEMA Grant Expenditures		\$0	\$0	\$36,200	\$36,200	\$0	\$0
FEMA Firefighter SAFER Benefit Program							
826-6281	FEMA Firefighter SAFER Benefit Program	\$0	\$0	\$30,000	\$30,000	\$60,000	\$60,000
Total SAFER Grant Expenditures		\$0	\$0	\$30,000	\$30,000	\$60,000	\$60,000
TOTAL GRANT EXPENDITURES		\$0	\$0	\$66,200	\$66,200	\$60,000	\$60,000

Departmental Cost By Funding Source

FEMA Firefighter Health & Wellness 821-4830	\$0	\$0	\$34,390	\$34,390	\$0	\$0
FEMA Firefighter Benefit Program 826-4830	\$0	\$0	\$30,000	\$30,000	\$60,000	\$60,000
General Fund	\$0	\$0	\$1,810	\$1,810	\$0	\$0

Building Inspection

The Building and Safety Division is responsible for the administration and enforcement of the City of Sebastopol construction codes relative to new and existing development and alteration or repair to existing buildings. The Division plans, coordinates and manages all city activities related to public and private building construction inspections, including review of plans and specifications for compliance with federal, state and local regulations. The Division is responsible for Floodplain management, ADA coordinator, and verification of installation of low flow appliances.

The Building and Safety Division also investigates complaints regarding possible Housing and Municipal Code violations, gathers evidence, maintain files and resolve violations. The Division conducts consultation with architects, engineers, contactors and property owners concerning building construction and land development. The Division maintains building permit files and property records for review by interested parties.

The Division is staffed by one full time Building Official and one half-time Building and Fire Technician.

The Division has seen an overall increase in permit activity compared to last year. January to March 2010 we issued 53 permits this year we issued 62 in that same period. The monthly permit activity reflects the start of the Hollyhock project, 26 of the 34 homes have been permitted. We have seen an increase in tenant improvement permits in the last month. The Division averages between 280 and 300 permits a year.

Major Budget Changes for 2011/2012:

None

**City of Sebastopol
Fiscal Year 2011 - 12 Budget**

Departmental Budget Summary

Building Inspection

Revenues

Building Inspector Contract Revenue	\$30,000
Building Department Fees	\$160,000
Total Revenues	\$190,000

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
WaterFund	13%
Sewer Fund	13%
General Fund	74%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Water Fund	\$25,650	\$20,800	\$4,850
Sewer Fund	\$25,650	\$20,800	\$4,850
General Fund	\$146,006	\$148,400	-\$2,394
Total Operating Expenditures	\$197,305	\$190,000	\$7,305
Operation Expenditures by Category	Expenditures		
Personnel Services	\$173,484		
Supplies and Services	\$23,821		
Capital Outlay	\$3,000		
Total Departmental Expenditures	\$200,305		
TOTAL NET GENERAL FUND EXPENDITURES	-\$2,394		

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Building Inspection
000-6290

Funding Allocations

Special Sales Tax
Redevelopment Fund
Water Fund
Sewer Fund
General Fund

100% of Capital Outlay
0%
13%
13%
74%

Staff: Building Official and .60 Administrative Assistant

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$130,262	\$130,262	\$128,386	\$128,386	\$128,388	\$128,386
6023	Benefits	\$41,883	\$43,221	\$43,652	\$43,652	\$36,701	\$36,701
6435	Employer Paid Deferred Comp	\$2,820	\$2,820	\$2,820	\$2,820	\$2,820	\$2,820
6490	Retirement Health Savings	\$0	\$0	\$4,592	\$4,592	\$5,577	\$5,577
Total Personnel Services		\$174,965	\$176,303	\$179,450	\$179,450	\$173,484	\$173,484

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$1,892	\$2,376	\$1,700	\$2,100	\$1,700	\$2,200
6030	Office Supplies	\$1,130	\$5,671	\$3,000	\$3,000	\$3,000	\$3,000
6040	Vehicle	\$118	\$2,375	\$2,000	\$3,500	\$2,000	\$2,000
6050	Misc. Supplies / Services	\$2,529	\$1,584	\$3,500	\$4,000	\$2,500	\$2,500
6060	Training	\$2,540	\$2,755	\$3,000	\$2,500	\$3,000	\$2,000
6070	Dues/Subscriptions	\$1,503	\$1,951	\$1,500	\$2,400	\$1,500	\$1,500
6425	Insurances	\$6,475	\$5,540	\$6,652	\$5,543	\$6,621	\$6,621
6860	Contract Services	\$9,666	\$5,432	\$4,000	\$4,000	\$4,000	\$4,000
Total Supplies and Services		\$25,853	\$27,684	\$25,352	\$27,043	\$24,321	\$23,821
Total Operating Expenditures		\$200,818	\$203,987	\$204,802	\$206,493	\$197,805	\$197,305

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6918	Building Repair	\$0	\$0	\$8,000	\$0	\$0	\$0
6972	Photocopier Lease	\$2,833	\$3,911	\$3,000	\$3,000	\$3,000	\$3,000
Total Capital Outlay		\$2,833	\$3,911	\$11,000	\$3,000	\$3,000	\$3,000
TOTAL DEPARTMENTAL EXPENDITURES		\$203,651	\$207,898	\$215,802	\$209,493	\$200,805	\$200,305

Departmental Cost By Funding Source

Special Sales Tax	\$2,833	\$3,911	\$11,000	\$3,000	\$3,000	\$3,000
Water Fund	\$26,843	\$24,606	\$26,843	\$26,843	\$25,715	\$25,650
Sewer Fund	\$26,843	\$29,080	\$26,843	\$26,843	\$25,715	\$25,650
Net General Fund Cost	\$147,132	\$150,301	\$151,116	\$152,807	\$146,376	\$146,006

Engineering Department/Assistant to the City Manager

The Engineering Department provides administrative and technical support and professional engineering services to Public and Private development projects. Services include engineering design, plan review, inspection and construction management, project management, grant writing, and administration of a variety of consulting and construction contracts. Engineering works closely with Public Works on matters such as Pavement Management, Water, Sewer and Storm Drainage Utilities Regulatory Compliance, record-keeping and reporting. The Engineering Director manages all engineering activities, and is responsible for the City's Capital Improvement Programming, Budget and Implementation.

The Assistant to the City Manager works on a variety City-wide projects under the direction of the City manager, including labor negotiations with the City's two bargaining units, and represents the City on a variety of countywide committees dealing with waste management, sewer, water, storm drainage and transportation.

Major Accomplishments in 2010-2011:

The Engineering Department has focused primarily on delivery of Capital projects included in the Capital Improvement Program. CIP project status during the current fiscal year is as follows:

- Safe Routes to School Program (SCBC) – Completed year three of program; extended program for one additional school year to use remaining grant funds.
- Morris Street Pump Station Improvements – In construction since May 2009
- Street Smart Sebastopol Phase 2 – Project will be complete by end of fiscal year.
- Street Smart Sebastopol Phase 3 – Construction will commence April 18 and be ongoing in 11-12.
- Federal Overlays 2009 (ARRA) – Project completed.
- Bodega-Ragle Crosswalk to be included in Federal Overlays 2009 – Completed.
- Bike Rack Program – Project completed.
- Bike Lane Feasibility Study – Study in progress, expect to complete in 11-12
- Inflow and Infiltration Study – Study in progress, expect to complete in 11-12.
- Lynch Road Traffic Signal – Project completed. (By Burbank Housing).
- CDBG-R Curb Ramps Retrofit (ARRA) – Project Completed.
- Prop 1B Street resurfacing – Project Completed
- Pavement Management Plan Update – Project Completed
- Wischemann Hall ADA Compliance Project – Advertised for bids April 2011; anticipate complete by end of fiscal year.

Major Budget Changes for 2011/2012:

There are no changes from the Engineering Departments 10-11 budget. A slight increase in salaries is due to a scheduled Step increase for the Administrative Assistant position in October.

Objectives for 2011/2012:

Consistent with established City Council Priorities Engineering Department efforts will continue to focus on projects and programs in the following areas

- Delivery of Capital Improvement Program
- Groundwater Management / Wellhead Protection / Water Conservation
- Stormwater Management Plan Implementation
- Implementation of Bicycle and Pedestrian Master Plan
- Sanitary Sewer Management Plan (Regulatory Compliance)
- Development Planning and Engineering Review

**City of Sebastopol
Fiscal Year 2011 - 12 Budget
Departmental Budget Summary**

Engineering

Revenues

Encroachment Fees	\$14,000
Engineering Maps/Reports	\$100
Grading Permits	\$1,000
Engineering Staff Time	\$65,000
Sale of Plans and Specifications	\$2,000
Total Revenues	\$82,100

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Redevelopment	11%
Water Fund	34%
Sewer Fund	23%
General Fund	32%

Operating Expenditures	Gross Expenditures	Revenue Credit	Net Expenditures
Redevelopment Fund	\$27,569	\$0	\$27,569
Water Fund	\$85,214	\$27,200	\$58,014
Sewer Fund	\$57,645	\$18,400	\$39,245
Gas Tax	\$25,063	\$0	\$25,063
General Fund	\$55,138	\$35,730	\$19,408
Total Operating Expenditures	\$250,629	\$81,330	\$169,299

Operation Expenditures by Category	Expenditures
Personnel Services	\$227,704
Supplies and Services	\$22,925
Capital Outlay	\$1,675
Total Departmental Expenditures	\$252,304

TOTAL NET GENERAL FUND EXPENDITURES	\$19,408
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City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Engineering
 000-6300

Staff: Engineering Director/Assistant to the City Manager, Administrative Assistant
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Funding Allocations

Special Sales Tax 100% of Capital Outlay
 Redevelopment Fund 11%
 Water Fund 34%
 Sewer Fund 23%
 General Fund 22%
 Gas Tax 10%

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$138,651	\$155,865	\$158,166	\$158,166	\$180,374	\$160,374
6023	Benefits	\$48,734	\$56,958	\$56,346	\$56,346	\$54,004	\$54,004
6420	Unemployment Insurance	\$9,000	\$2,700	\$2,925	\$6,056	\$2,945	\$2,945
6490	Retirement Health Savings	\$0	\$0	\$4,163	\$4,163	\$10,381	\$10,381
Total Personnel Services		\$196,385	\$214,523	\$221,600	\$224,730	\$227,704	\$227,704

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$1,197	\$1,078	\$1,000	\$1,000	\$1,000	\$1,000
6040	Vehicle	\$693	\$612	\$1,000	\$1,000	\$1,000	\$1,000
6050	Misc. Supplies / Services	\$2,766	\$2,306	\$2,500	\$2,300	\$2,500	\$2,500
6060	Training	\$349	\$0	\$0	\$0	\$1,000	\$500
6425	Insurances	\$7,998	\$7,080	\$8,020	\$8,020	\$7,925	\$7,925
6860	Contract Services	\$14,042	\$3,974	\$11,000	\$11,000	\$10,000	\$10,000
Total Supplies and Services		\$27,045	\$15,050	\$23,520	\$23,320	\$23,425	\$22,925
Total Operating Expenditures		\$223,430	\$229,573	\$245,120	\$248,050	\$251,129	\$250,629

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6972	Photocopier Lease	\$1,749	\$1,860	\$1,675	\$1,526	\$1,675	\$1,675
7046	Engineering Streets	\$0	\$4,600	\$0	\$0	\$0	\$0
Total Capital Outlay		\$1,749	\$6,460	\$1,675	\$1,526	\$1,675	\$1,675
TOTAL DEPARTMENTAL EXPENDITURES		\$225,179	\$236,033	\$246,795	\$249,576	\$252,804	\$252,304

Departmental Cost By Funding Source

Funding Source	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
Special Sales Tax	\$1,749	\$6,460	\$1,675	\$1,526	\$1,675	\$1,675
Redevelopment Fund	\$0	\$0	\$24,874	\$24,874	\$27,624	\$27,569
Water Fund	\$82,320	\$82,320	\$82,320	\$82,320	\$85,384	\$85,214
Sewer Fund	\$56,595	\$56,595	\$59,595	\$59,595	\$57,760	\$57,645
Gas Tax	\$0	\$0	\$0	\$0	\$0	\$25,063
Net General Fund Cost	\$84,515	\$90,658	\$78,331	\$81,261	\$55,248	\$55,138

Public Works Department

The Public Works Department is responsible for the operation and maintenance of the City infrastructure, including government buildings, parks and pool, streets and sidewalks, and water and sewer. In addition, Public Works provides inspection support and services for private and public construction in the public right-of-way, and works closely with the City's Engineering Department and contract engineers on projects. In addition to operations and maintenance, the Public Works Department is involved in other projects such as the Well 06 water project, set for construction this year.

Water, sewer, storm water, air quality, and ADA standards have become ever more stringent in regards to regulatory compliance. They require diligence to stay abreast of changing regulations, and the Public Works Department works with State agencies in all these fields, as well as the Engineering Department, to remain in compliance.

Department staff includes ten full-time employees who work primarily in the field, and a part-time administrative assistant who's time is shared with the Planning Department.

Major Accomplishments in 2010/2011:

- Ives Pool bath house: Roof replacement
- Pleasant Hill water tanks: Replacement of level sensors
- Pleasant Hill water tank #2: Interior repairs to cracks in epoxy coating
- Valley View sewer pump station: Rebuild of standby pump

Major Budget Changes for 2011/2012:

- City Hall and Fire Department: Exterior paint per long term maintenance plan
- Senior Center: Exterior paint per long term maintenance plan
- Senior Center: Additional roof vents per Building Department recommendation
- Public Works pickups: Replace three compressed natural gas fuel tanks set to expire
- Morris Street sewer pump station: Repairs to overhead garage door (carry-over from previous fiscal year)
- First Street water tank: Exterior coating per long term maintenance plan
- Gravenstein Hwy South at Fircrest Ave: Replacement of pressure sustaining valve
- Corporation Yard: Complete repairs to SCADA (system control and data acquisition) begun in 2010-2011 fiscal year

Objectives for 2011/2012:

- Maintain regulatory compliance with water, sewer, storm water, air quality, and ADA standards.
*Note: Air quality compliance deadline for off-road equipment has been extended four years, to 2019, enabling City to defer purchase of equipment, if desired.
- Maintain City facilities per long term maintenance plan
- Complete water zone interconnection project at Well 6 site
- Complete LED retrofit project in City's Plaza (EECDDBG funding)

Corporation Yard

The Public Works Department is responsible for operation and maintenance of the City infrastructure, including the water and sewer systems, streets, parks, pool, parking lots, and government buildings. Public Works also provides inspection of private and public construction projects on public streets and properties.

Major Budget Changes for 2011/2012:

No changes

Government Buildings

The Government Buildings account is the maintenance of City Hall, Police Department, Fire Department, and Public Works buildings.

Major Budget Changes for 2011/2012:

Exterior paint of City Hall	\$10,000
Exterior paint of Fire Department	\$13,000

General Fund Streets

Major Budget Changes for 2011/2012:

Replace compressed natural gas fuel tank in Unit #28	\$6,000
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Parking Lots

Major Budget Changes for 2011/2012:

No changes

Parks and Landscaping Department

Public Works maintains all City parks and landscape areas. The City has four major parks including the skate garden, three of which include restrooms and play structures. The Plaza is at the center of the City and currently includes a pavilion and landscaping, as will include a restroom in the spring of 2011. The Laguna Preserve is a natural habitat area at the edge of the City that contains plantings and trails and also includes an outdoor classroom.

Becoming Independent performs landscape maintenance and litter abatement at the skate garden in exchange for parking and equipment storage at the City's Corporation Yard.

Major Budget Changes for 2011/2012:

No changes

Ives Pool

Public Works maintains and monitors the municipal pool's filters, heaters, chemical system, bath house, landscaping, and apparatus around the deck of the pool. The West Sonoma County Swimmers (WSCS) operate the pool functions, such as public swim, lap swimming, and swim meets.

Major Budget Changes for 2011/2012:

No changes

Recreation

Major Budget Changes for 2011/2012:

No changes

Community Support

Major Budget Changes for 2011/2012:

Install additional roof vents on Senior Center per Building Official	\$1,436
Exterior paint of Senior Center	\$13,000

**City of Sebastopol
Fiscal Year 2011 - 12 Budget
Departmental Budget Summary**

Public Works

Revenues

Street/Sidewalk Reimbursements	\$19,000
Public Works Services	\$40,000
Ives Pool Reimbursement	\$40,000
Recreation Utility Reimbursement	\$250
Total Revenues	\$99,250

Expenditures

Funding Allocations

Special Sales Tax	100% of Capital Outlay
Water Fund	
Sewer Fund	Varies by Sub-Department - See Detail Sheets
General Fund	

Operating Expenditures by Fund	Gross Expenditures	Revenue Credit	Net Expenditures
Water Fund	\$143,203	\$0	\$143,203
Sewer Fund	\$107,285	\$0	\$107,285
General Fund	\$464,728	\$99,250	\$365,478
Total Operating Expenditures	\$715,216	\$99,250	\$615,966

Operation Expenditures by Category	Expenditures
Personnel Services	\$432,502
Supplies and Services	\$282,714
Capital Outlay	\$154,015
Total Departmental Expenditures	\$869,231

TOTAL NET GENERAL FUND EXPENDITURES	\$365,478
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City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Public Works / Corporation Yard
000-6310

Funding Allocations

Special Sales Tax
Water Fund
Sewer Fund
General Fund

100% of Capital Outlay
48%
35%
17%

Staff: Public Works Superintendent, 10 Maintenance Supervisor,
50 Administrative Assistant. Contract Services in 09/10 was for
pepperweed remediation.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$133,359	\$130,946	\$129,435	\$129,435	\$129,793	\$129,793
6018	Clothing Allowance	\$4,240	\$4,240	\$4,240	\$4,240	\$4,240	\$4,240
6023	Benefits	\$50,329	\$53,644	\$54,417	\$54,417	\$49,033	\$49,033
6420	Unemployment Insurance	\$0	\$2	\$0	\$0	\$0	\$0
6443	Retiree Health Insurance Benefits	\$0	\$0	\$0	\$0	\$13,502	\$13,502
6490	Retirement Health Savings	\$0	\$0	\$10,866	\$10,866	\$15,798	\$15,798
Total Personnel Services		\$187,928	\$188,832	\$198,958	\$198,958	\$212,366	\$212,366

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$5,072	\$4,271	\$4,320	\$4,320	\$4,320	\$4,320
6030	Office Supplies	\$583	\$718	\$1,000	\$1,000	\$1,000	\$1,000
6040	Vehicle (fuel consumption detail is below)	\$39,769	\$33,560	\$34,150	\$34,150	\$34,150	\$34,150
6050	Misc. Supplies / Services	\$7,799	\$8,844	\$8,000	\$8,000	\$8,000	\$8,000
6330	Utilities	\$4,315	\$5,742	\$3,362	\$5,400	\$5,400	\$5,400
6425	Insurances	\$8,362	\$7,494	\$8,508	\$8,508	\$11,060	\$11,060
6860	Contract Services	\$0	\$5,089	\$0	\$0	\$0	\$0
Total Supplies and Services		\$65,900	\$65,718	\$59,340	\$61,378	\$63,930	\$63,930
Total Operating Expenditures		\$253,828	\$254,550	\$258,298	\$260,336	\$276,296	\$276,296

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6972	Photocopier Lease	\$1,749	\$1,570	\$1,675	\$1,526	\$1,675	\$1,675
Total Capital Outlay		\$1,749	\$1,570	\$1,675	\$1,526	\$1,675	\$1,675
TOTAL DEPARTMENTAL EXPENDITURES		\$255,577	\$256,120	\$259,973	\$261,862	\$277,971	\$277,971

Departmental Cost By Funding Source

Funding Source	2008 - 09	2009 - 10	2010 - 11	2010 - 11	2011 - 12	2011 - 12
Special Sales Tax	\$1,749	\$1,570	\$1,675	\$1,526	\$1,675	\$1,675
Water Fund	\$120,683	\$120,683	\$120,683	\$120,683	\$132,622	\$132,622
Sewer Fund	\$87,499	\$87,499	\$87,499	\$87,499	\$96,704	\$96,704
Net General Fund Cost	\$45,646	\$46,368	\$50,116	\$52,154	\$46,970	\$46,970

Vehicle Fuel Consumption	2008-09	2008-10	YTD
Petrol Cost	\$12,650	\$15,452	\$13,191
Natural Gas Cost	\$3,727	\$3,924	\$3,776
Total Fuel Cost	\$16,377	\$19,376	\$16,967

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Public Works / Government Buildings
000-6060

Funding Allocations

Special Sales Tax
 Water Fund
 Sewer Fund
 General Fund

100% of Capital Outlay
 25%
 25%
 50%

Staff: 20 Maintenance Worker. The buildings involved are City Hall, Police Station and Public Works. Prior to FY 2011 - 12, the General Fund covered all operating expenditures

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$9,916	\$10,366	\$10,366	\$10,366	\$10,366	\$10,366
6021	Staff Janitorial Services	\$2,519	\$2,712	\$2,660	\$2,660	\$2,686	\$2,686
6023	Benefits	\$6,012	\$6,406	\$6,542	\$6,542	\$5,763	\$5,763
Total Personnel Services		\$18,447	\$19,484	\$19,568	\$19,568	\$18,815	\$18,815

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$2,058	\$2,019	\$2,000	\$2,200	\$2,000	\$2,000
6050	Misc. Supplies / Services	\$11,393	\$14,645	\$12,165	\$12,165	\$12,165	\$12,165
6330	Utilities (City Hall)	\$3,375	\$4,134	\$7,000	\$7,000	\$4,500	\$7,000
6425	Insurances	\$1,510	\$1,258	\$1,423	\$1,423	\$1,394	\$1,394
6860	Contract Services	\$756	\$0	\$950	\$950	\$950	\$950
Total Supplies and Services		\$19,092	\$22,056	\$23,538	\$23,738	\$21,009	\$23,509
Total Operating Expenditures		\$37,539	\$41,540	\$43,106	\$43,306	\$39,824	\$42,324

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6943	Exterior Painting - City Hall & Fire Station	\$0	\$0	\$0	\$0	\$23,000	\$23,000
Total Capital Outlay		\$0	\$0	\$0	\$0	\$23,000	\$23,000
TOTAL DEPARTMENTAL EXPENDITURES		\$37,539	\$41,540	\$43,106	\$43,306	\$62,824	\$65,324

Departmental Cost By Funding Source

Special Sales Tax	\$0	\$0	\$0	\$0	\$23,000	\$23,000
Water Fund	\$0	\$0	\$0	\$0	\$9,956	\$10,581
Sewer Fund	\$0	\$0	\$0	\$0	\$9,956	\$10,581
Net General Fund Cost	\$37,539	\$41,540	\$43,106	\$43,306	\$19,912	\$21,162

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Public Works / General Fund Streets
000-6330

Funding Allocations

100% of Capital Outlay
100%

Staff: 20 FTE. Includes Middle Way landscaping contract, crosswalk lights, traffic signal loops, utilities for water supplied to landscaped areas, GIS web hosting.

Special Sales Tax
General Fund

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$44,582	\$121,679	\$123,112	\$66,606	\$34,164	\$34,164
6020	Overtime	\$868	\$577	\$630	\$1,600	\$1,600	\$1,600
6023	Benefits	\$22,603	\$73,786	\$75,396	\$36,188	\$14,821	\$14,821
Total Personnel Services		\$68,053	\$196,042	\$199,138	\$104,394	\$50,585	\$50,585

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6050	Misc. Supplies / Services	\$130,764	\$29,618	\$27,100	\$15,600	\$31,600	\$31,600
6330	Utilities	\$3,821	\$8,991	\$15,000	\$8,081	\$10,550	\$10,550
6425	Insurances	\$1,463	\$6,857	\$8,054	\$8,054	\$8,060	\$8,060
Total Supplies and Services		\$136,048	\$45,466	\$50,154	\$31,735	\$50,210	\$50,210
Total Operating Expenditures		\$204,101	\$241,508	\$249,292	\$136,129	\$100,795	\$100,795

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6860	Contract Services: CNG Tank Replcmt	\$0	\$0	\$0	\$0	\$6,000	\$6,000
6927	Preventive Maintenance Streets	\$0	\$0	\$0	\$0	\$100,000	\$100,000
Total Capital Outlay		\$0	\$0	\$0	\$0	\$106,000	\$106,000

TOTAL DEPARTMENTAL EXPENDITURES \$204,101 \$241,508 \$249,292 \$136,129 \$206,795 \$206,795

Departmental Cost By Funding Source

Special Sales Tax	\$0	\$0	\$0	\$0	\$106,000	\$106,000
General Fund	\$204,101	\$241,508	\$249,292	\$136,129	\$100,795	\$100,795

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Public Works / Parking Lots
 000-6340

Funding Allocations

Staff: .20 FTE. Utilities include irrigation and lighting

Special Sales Tax
 General Fund

100% of Capital Outlay
 100%

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$6,524	\$7,062	\$7,162	\$7,162	\$7,162	\$7,162
6023	Benefits	\$5,873	\$6,257	\$6,409	\$6,409	\$5,801	\$5,601
Total Personnel Services		\$12,397	\$13,319	\$13,571	\$13,571	\$12,763	\$12,763

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6050	Supplies, Maintenance and Repairs	\$499	\$127	\$100	\$100	\$100	\$100
6330	Utilities	\$3,625	\$4,748	\$9,200	\$8,700	\$4,550	\$8,700
Total Supplies and Services		\$4,124	\$4,875	\$9,300	\$8,800	\$4,650	\$8,800
Total Operating Expenditures		\$16,521	\$18,194	\$22,871	\$22,371	\$17,413	\$21,563

TOTAL DEPARTMENTAL EXPENDITURES **\$16,521** **\$18,194** **\$22,871** **\$22,371** **\$17,413** **\$21,563**

Departmental Cost By Funding Source

Special Sales Tax	\$0	\$0	\$0	\$0	\$0	\$0
General Fund	\$16,521	\$18,194	\$22,871	\$22,371	\$17,413	\$21,563

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department Account No. Funding Allocations Special Sales Tax General Fund	Public Works / Parks and Landscaping 000-6380 100% of Capital Outlay 100%	Staff: 1.30 FTE.
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Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$47,543	\$50,774	\$51,371	\$51,371	\$51,509	\$51,509
6011	Standby	\$4,052	\$4,185	\$4,299	\$4,299	\$4,435	\$4,435
6023	Benefits	\$38,392	\$40,890	\$41,861	\$41,861	\$36,664	\$36,664
Total Personnel Services		\$89,987	\$95,849	\$97,531	\$97,531	\$92,608	\$92,608

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6042	Landscaping Supplies	\$10,169	\$10,854	\$9,340	\$10,340	\$10,340	\$10,340
6043	Middle Way Contract	\$10,835	\$11,820	\$11,823	\$11,823	\$11,823	\$11,823
6044	Park and Playground Repairs	\$19,327	\$0	\$0	\$0	\$0	\$0
6330	Utilities	\$34,555	\$37,332	\$30,000	\$41,600	\$41,600	\$41,600
6425	Insurances	\$4,962	\$4,456	\$5,178	\$5,178	\$5,717	\$5,717
Total Supplies and Services		\$79,848	\$64,462	\$56,341	\$68,941	\$69,480	\$69,480
Total Operating Expenditures		\$169,835	\$160,311	\$153,872	\$166,472	\$162,088	\$162,088

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6044	Playground Repairs	\$0	\$10,842	\$10,340	\$10,340	\$10,340	\$10,340
Total Capital Outlay		\$0	\$10,842	\$10,340	\$10,340	\$10,340	\$10,340

TOTAL DEPARTMENTAL EXPENDITURES \$169,835 \$171,153 \$164,212 \$176,812 \$172,428 \$172,428

Departmental Cost By Funding Source

Special Sales Tax	\$0	\$10,842	\$10,340	\$10,340	\$10,340	\$10,340
General Fund	\$169,835	\$160,311	\$153,872	\$166,472	\$162,088	\$162,088

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Public Works / Ives Pool
 000-6385

Funding Allocations

Staff: .30 FTE

Special Sales Tax
 General Fund

100% of Capital Outlay
 100%

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$19,764	\$20,354	\$20,354	\$20,354	\$20,354	\$20,354
6023	Benefits	\$9,221	\$9,825	\$10,013	\$10,013	\$8,883	\$8,883
Total Personnel Services		\$28,985	\$30,179	\$30,367	\$30,367	\$29,237	\$29,237

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$1,454	\$1,487	\$1,376	\$1,521	\$1,521	\$1,521
6046	Pool / Generator Chemicals	\$6,494	\$3,930	\$3,370	\$5,500	\$4,278	\$4,300
6047	Chlorinator, Boiler, Stantrol & Repairs	\$429	\$75	\$500	\$500	\$500	\$500
6048	Maintenance & Fees	\$7,574	\$8,480	\$14,000	\$13,545	\$8,500	\$8,500
6330	Utilities	\$42,378	\$40,906	\$28,956	\$28,000	\$20,214	\$30,000
6425	Insurances	\$2,751	\$2,488	\$2,457	\$2,457	\$2,620	\$2,620
6896	Chem Feeder Relay Board	\$1,800	\$0	\$0	\$0	\$0	\$0
7065	Pool Heaters	\$6,182	\$0	\$0	\$0	\$0	\$0
Total Supplies and Services		\$69,062	\$57,366	\$50,658	\$52,523	\$37,633	\$47,441
Total Operating Expenditures		\$98,047	\$87,545	\$81,025	\$82,890	\$66,870	\$76,678

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6973	Bathhouse Roof	\$0	\$0	\$7,500	\$7,145	\$0	\$0
7065	Pool Heaters	\$0	\$6,268	\$0	\$0	\$0	\$0
Total Capital Outlay		\$0	\$6,268	\$7,500	\$7,145	\$0	\$0

TOTAL DEPARTMENTAL EXPENDITURES **\$98,047** **\$93,813** **\$88,525** **\$90,035** **\$66,870** **\$76,678**

Departmental Cost By Funding Source

Special Sales Tax	\$0	\$6,268	\$7,500	\$7,145	\$0	\$0
General Fund	\$98,047	\$87,545	\$81,025	\$82,890	\$66,870	\$76,678

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Public Works / Recreation
 000-6390

Funding Allocations

Special Sales Tax
 General Fund

100% of Capital Outlay
 100%

Staff: .10 FTE. In the 2011/12 fiscal year, the Community Center contract is transferred to the City Council budget page.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$4,892	\$5,133	\$5,183	\$5,183	\$5,183	\$5,183
6023	Benefits	\$3,005	\$3,200	\$3,269	\$3,269	\$2,881	\$2,881
Total Personnel Services		\$7,897	\$8,333	\$8,452	\$8,452	\$8,064	\$8,064

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6050	Misc. Supplies / Services	\$626	\$1,015	\$1,400	\$1,300	\$1,000	\$1,000
6330	Utilities	\$20,532	\$14,344	\$14,022	\$14,344	\$14,344	\$14,344
6425	Insurances	\$7,367	\$0	\$0	\$0	\$0	\$0
6860	Community Center Contract (trans to CC)	\$23,750	\$23,750	\$22,500	\$22,500	\$0	\$0
Total Supplies and Services		\$52,275	\$39,109	\$37,922	\$38,144	\$15,344	\$15,344
Total Operating Expenditures		\$60,172	\$47,442	\$46,374	\$46,596	\$23,408	\$23,408

TOTAL DEPARTMENTAL EXPENDITURES **\$60,172** **\$47,442** **\$46,374** **\$46,596** **\$23,408** **\$23,408**

Departmental Cost By Funding Source

Special Sales Tax	\$0	\$0	\$0	\$0	\$0	\$0
General Fund	\$60,172	\$47,442	\$46,374	\$46,596	\$23,408	\$23,408

PUBLIC WORKS / RECREATION DETAIL

Salaries 6010	2008/09	2009/10	2010/11	2011/12
Community Center Main/Landscaping	\$2,699	\$2,835	\$2,844	\$2,844
Youth Annex Main/Landscaping	\$1,636	\$1,715	\$1,745	\$1,745
Garzot Building Landscaping	\$557	\$583	\$594	\$594
Total	\$4,892	\$5,133	\$5,183	\$5,183
Miscellaneous Supplies & Servies 6050	2008/09	2009/10	2010/11	2011/12
Community Center	\$312	\$500	\$500	\$500
Youth Annex	\$157	\$250	\$250	\$250
Garzot Building	\$157	\$250	\$250	\$250
Miscellaneous expense	\$0	\$15	\$0	\$0
Total	\$626	\$1,015	\$1,000	\$1,000
Water and Electric/Gas Utilities 6330	2008/09	2009/10	2010/11	2011/12
Community Center Water	\$2,527	\$3,973	\$3,973	\$3,973
Community Center Electric/Gas	\$7,504	\$3,278	\$3,278	\$3,278
Youth Annex Water	\$1,092	\$1,550	\$1,550	\$1,550
Youth Annex Electric/Gas	\$2,791	\$142	\$142	\$142
Garzot Building Water	\$602	\$884	\$884	\$884
Garzot Building Electric/Gas	\$3,317	\$1,795	\$1,795	\$1,795
So. Main St. Museum & Luther Burbank Cottage Water	\$1,325	\$1,331	\$1,331	\$1,331
So. Main St. Museum & Luther Burbank Cottage Electric/Gas	\$1,374	\$1,391	\$1,391	\$1,391
Total	\$20,532	\$14,344	\$14,344	\$14,344

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Public Works / Community Support
 000-6395

Funding Allocations

Special Sales Tax
 General Fund

100% of Capital Outlay
 100%

Staff: 10 FTE. In the 2011/12 fiscal year, the Community Support contracts for Center for the Arts, Chamber of Commerce, Historical Society, Rainbow House, Senior Center, Sebastopol World Friends, and Repertory Theater are transferred to the City Council budget page.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$5,591	\$5,133	\$5,183	\$5,183	\$5,183	\$5,183
6020	Overtime	\$0	\$1,426	\$0	\$0	\$0	\$0
6023	Benefits	\$3,005	\$3,200	\$3,270	\$1,908	\$2,881	\$2,881
Total Personnel Services		\$8,596	\$9,759	\$8,453	\$7,091	\$8,064	\$8,064

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6050	Misc. Supplies / Services	\$2,190	\$3,434	\$4,400	\$4,300	\$3,000	\$4,000
6860	Contract Services	\$26,875	\$24,288	\$24,580	\$22,950	\$0	\$0
Total Supplies and Services		\$29,065	\$27,722	\$28,980	\$27,250	\$3,000	\$4,000
Total Operating Expenditures		\$37,661	\$37,481	\$37,433	\$34,341	\$11,064	\$12,064

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6998	Senior Center Exterior Paint	\$0	\$0	\$0	\$0	\$13,000	\$13,000
Total Capital Outlay		\$0	\$0	\$0	\$0	\$13,000	\$13,000
TOTAL DEPARTMENTAL EXPENDITURES		\$37,661	\$37,481	\$37,433	\$34,341	\$24,064	\$25,064

Departmental Cost By Funding Source

Funding Source	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
Special Sales Tax	\$0	\$0	\$0	\$0	\$13,000	\$13,000
General Fund	\$37,661	\$37,481	\$37,433	\$34,341	\$11,064	\$12,064

PUBLIC WORKS / COMMUNITY SUPPORT DETAIL

Salaries 6010	2008/09	2009/10	2010/11	2011/12
Library Maintenance / Landscaping	\$3,323	\$2,835	\$2,844	\$2,844
Senior Center Maint / Landscaping	\$1,620	\$1,715	\$1,745	\$1,745
Ives Pool Landscaping	\$648	\$583	\$594	\$594
Total	\$5,591	\$5,133	\$5,183	\$5,183
Miscellaneous Supplies & Services 6050				
Library	\$1,690	\$94	\$1,500	\$2,000
Senior Center	\$500	\$500	\$1,500	\$2,000
Senior Center tree removal	\$0	\$2,840	\$0	\$0
Total	\$2,190	\$3,434	\$3,000	\$4,000
Service Agencies 6860 (Trans to CC)				
SEB04 Center for the Arts	\$8,000	\$8,000	\$7,600	\$0
SEB01 Chamber of Commerce	\$6,000	\$4,038	\$5,000	\$0
WES06 Historical Society	\$2,000	\$2,000	\$1,900	\$0
SEB11 Rainbow House	\$4,000	\$4,000	\$3,800	\$0
BUR07 Senior Center	\$4,500	\$4,250	\$4,000	\$0
SEB28 Works Friends (less \$125 dues)	\$2,375	\$2,000	\$1,900	\$0
REP02 REP Theatre (offsets park fees)	\$0	\$400	\$380	\$0
Total	\$26,875	\$24,688	\$24,580	\$0

Non Departmental

The non-departmental budget includes the line items for vacation in lieu payments citywide, the cost for the City's annual audit, the payments the City makes to the County of Sonoma for Property Tax Administration and the City's employee recognition program.

In prior years, this area also contained the line item for election expenses. That item has been moved to the City Clerk Department.

City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Non - Departmental
000-6120

Funding Allocations

Special Sales Tax
Redevelopment Fund
Water Fund
Sewer Fund
General Fund

100% of Capital Outlay
0%
9%
9%
82%

Non-departmental includes employee vacation in-lieu pay as defined in MOU's; Property tax administration; the annual Audit performed by a CPA; and City Council election expenses. In 11/12 FY, the Employee Award Program is transferred from Administrative Services 6030 budget page.

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6012	Vacation in Lieu Pay (SEIU & Unrepresented)	\$19,461	\$59,308	\$25,000	\$25,000	\$25,000	\$25,000
Total Personnel Services		\$19,461	\$59,308	\$25,000	\$25,000	\$25,000	\$25,000

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6054	Property Tax Administration	\$58,250	\$29,259	\$30,000	\$28,667	\$30,000	\$30,000
6075	Employee Award Program	\$0	\$0	\$0	\$0	\$1,600	\$1,600
6600	Audit	\$28,802	\$23,700	\$17,000	\$23,700	\$23,700	\$23,700
Total Supplies and Services		\$87,052	\$52,959	\$47,000	\$52,367	\$55,300	\$55,300
Total Operating Expenditures		\$106,513	\$112,267	\$72,000	\$77,367	\$80,300	\$80,300

TOTAL DEPARTMENTAL EXPENDITURES \$106,513 \$112,267 \$72,000 \$77,367 \$80,300 \$80,300

Departmental Cost By Funding Source

Water Fund	\$4,144	\$4,144	\$4,144	\$4,144	\$7,227	\$7,227
Sewer Fund	\$4,755	\$4,755	\$4,755	\$4,755	\$7,227	\$7,227
General Fund	\$97,614	\$103,368	\$63,101	\$68,468	\$65,846	\$65,846

Village Park Mobile Home Park

The City purchased the Village Park Mobile Home Park in 2008. The long-range plan is that the property will be converted to a park and open space facility. Until the City has identified sufficient funding to convert the property to its long-term intended use, the City must provide funding for the management and maintenance of the park.

The residents of the park pay rent to the City and those funds offset the costs the City may realize in the operating of the park.

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department Account No. Funding Allocations Special Sales Tax VP Trustee Account Water Fund Sewer Fund General Fund	Village Mobile Home Park 000-6130 100% of Capital Outlay 0% 9% 9% 82%	
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Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
xxxx	Salary / Equipment	\$30,250	\$0	\$0	\$0	\$0	\$0
6050	Misc Supplies/Services	\$23,566	\$5,160	\$3,830	\$4,345	\$25,000	\$25,000
6310	Litigation	\$0	\$0	\$4,604	\$6,000	\$5,000	\$5,000
6860	Contract Services	\$0	\$0	\$250	\$249	\$1,000	\$1,000
8012	Electrical Repairs	\$0	\$0	\$35,102	\$35,102	\$0	\$0
<i>Total Supplies and Services</i>		\$53,816	\$5,160	\$43,786	\$45,696	\$31,000	\$31,000
<i>Total Operating Expenditures</i>		\$53,816	\$5,160	\$43,786	\$45,696	\$31,000	\$31,000
TOTAL DEPARTMENTAL EXPENDITURES		\$53,816	\$5,160	\$43,786	\$45,696	\$31,000	\$31,000

Departmental Cost By Funding Source							
Water Fund		\$4,843	\$464	\$3,941	\$3,941	\$2,790	\$2,790
Sewer Fund		\$4,843	\$464	\$3,941	\$3,941	\$2,790	\$2,790
General Fund		\$44,129	\$4,231	\$35,905	\$37,815	\$25,420	\$25,420

Downtown Business Improvement District

The Downtown Business Improvement District was established through a vote of downtown property owners. The properties within the district pay a special assessment associated with their annual business license fees, which provides all of the funds. The funds are to be utilized to improve the entire district and can include marketing efforts or other business focused activities.

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Downtown Business Improvement Area
 090-6360

Funding Allocations

Special Sales Tax
 Business License Special Assessment
 Water Fund
 Sewer Fund
 General Fund

100% of Capital Outlay
 100%
 0%
 0%
 0%

Financed by special Downtown Business Improvement Area Assessment on business license tax of downtown businesses. Committee of downtown business owners submit application for funds used to promote visitors and shopping in the Sebastopol Downtown Business District.

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6050	Committee Activities	\$6,057	\$7,744	\$8,000	\$8,000	\$8,000	\$8,000
<i>Total Supplies and Services</i>		<i>\$6,057</i>	<i>\$7,744</i>	<i>\$8,000</i>	<i>\$8,000</i>	<i>\$8,000</i>	<i>\$8,000</i>
<i>Total Operating Expenditures</i>		<i>\$6,057</i>	<i>\$7,744</i>	<i>\$8,000</i>	<i>\$8,000</i>	<i>\$8,000</i>	<i>\$8,000</i>
TOTAL DEPARTMENTAL EXPENDITURES		\$6,057	\$7,744	\$8,000	\$8,000	\$8,000	\$8,000

Departmental Cost By Funding Source

Business License Special Assessment	\$7,934	\$8,142	\$8,000	\$8,000	\$8,000	\$8,000
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Insurances

The City is a member of the Redwood Empire Municipal Insurance Fund and most of the City's insurances are managed there. The City spreads its insurance costs across each City department for budgetary purposes.

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Insurances
 000-6070

REMIF Insurance expense.

Funding Allocations

General Fund

100%

Expenditures

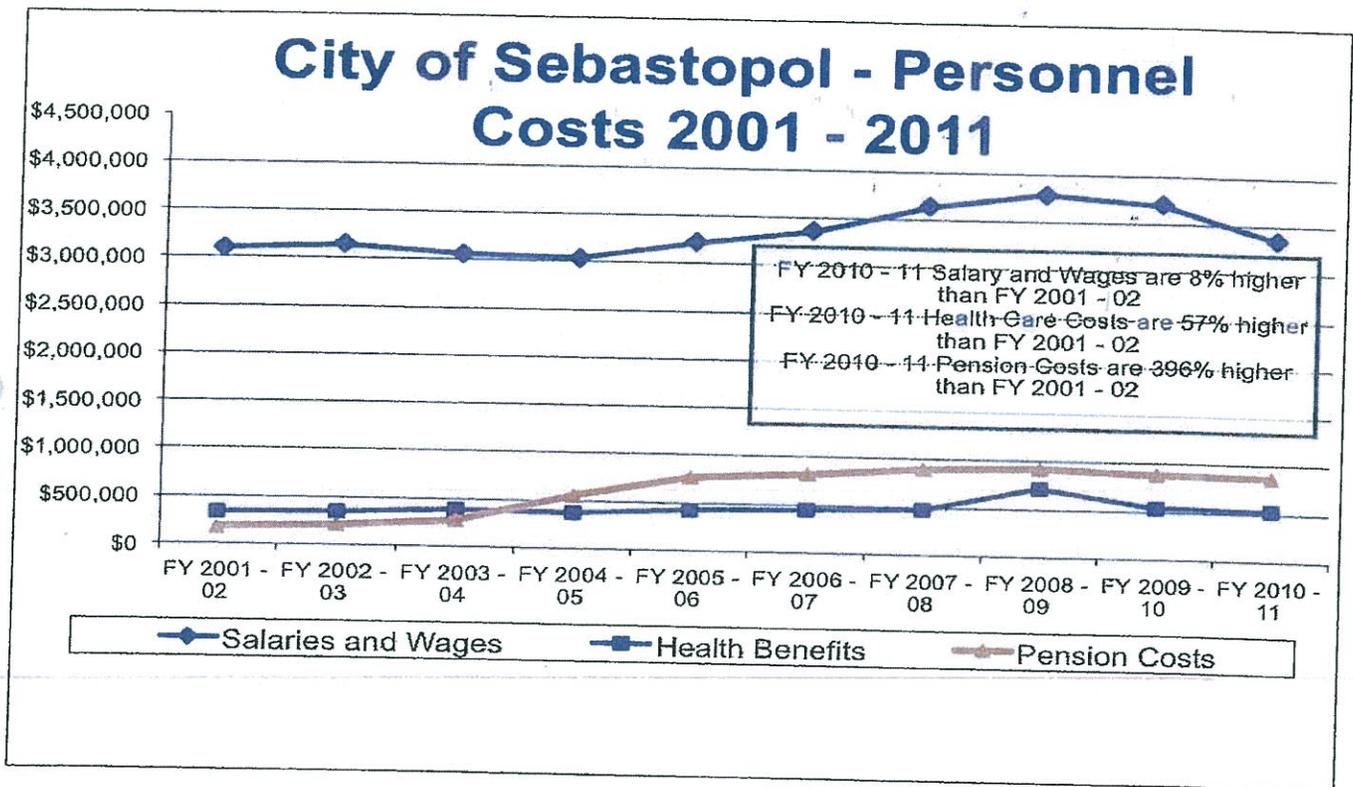
Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6400	Liability Premium	\$120,643	\$115,149	\$139,319	\$150,357	\$139,277	\$139,277
6402	Liability Deductible	\$8,537	\$17,969	\$15,000	\$21,099	\$22,000	\$22,000
6405	Property Premium	\$14,534	\$14,231	\$14,231	\$14,231	\$12,567	\$12,567
6406	Vehicle Insurance	\$6,167	\$6,042	\$6,042	\$6,042	\$5,629	\$5,629
6407	Earthquake & Flood	\$40,229	\$40,673	\$40,673	\$40,673	\$38,316	\$38,316
6408	Pool Heater Boiler Insurance	\$1,333	\$1,551	\$1,551	\$1,551	\$1,470	\$1,470
6425	Department Charges	-\$218,509	-\$194,049	-\$216,816	-\$216,816	-\$219,259	-\$219,259
Total Insurances		-\$29,066	\$1,566	\$0	\$17,137	\$0	\$0
Total Operating Expenditures		-\$29,066	\$1,566	\$0	\$17,137	\$0	\$0
TOTAL DEPARTMENTAL EXPENDITURES		-\$29,066	\$1,566	\$0	\$17,137	\$0	\$0

Employee Benefits

The City provides most of the common employee benefits for its employees. Benefits are charged back to each City Department that contains staffing.

Employee Benefits are the one area of the budget that the City sees significant increases in costs. As a result, the City and its employees have worked very closely with one another to attempt to stabilize these increases and continue to provide an attractive and competitive benefit package without significant service reductions.

As the below chart indicates, while salary and wage costs have increase 8% over the past ten years, health care and, most notably, pension costs have increased at substantially higher rates. Pension costs, in particular, have increased nearly 400% over the past decade.



City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Employee Benefits
 000-6080

Employee benefit and insurance expense.

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6026	Employee Service Awards	\$1,939	\$2,935	\$4,463	\$4,463	\$4,200	\$4,200
6410	Worker's Compensation	\$126,776	\$128,917	\$117,354	\$118,418	\$135,486	\$135,486
6412	Worker's Compensation Deductible	\$12,972	\$28,037	\$20,000	\$38,426	\$30,000	\$30,000
6430	PERS Retirement	\$919,137	\$882,674	\$869,059	\$869,059	\$770,213	\$770,213
6432	Fire Length of Service NAT42	\$14,543	\$10,800	\$10,800	\$10,800	\$10,150	\$10,150
6436	ICMA Employee Loan	\$0	\$0	\$0	\$267	\$0	\$0
6440	Active Employees Health Insurance Premiums	\$716,389	\$538,286	\$525,000	\$525,000	\$493,096	\$493,096
6445	Medicare Tax	\$46,713	\$48,132	\$48,700	\$46,700	\$48,150	\$48,150
6446	Social Security Tax	\$11,036	\$15,042	\$10,600	\$10,600	\$12,700	\$12,700
6447	S125 Plan Service Fee	\$228	\$228	\$228	\$228	\$0	\$0
6450	Life Insurance	\$2,758	\$2,689	\$2,700	\$2,700	\$2,700	\$2,700
6460	REMIF Disability Insurance	\$2,357	\$12,964	\$8,054	\$8,054	\$8,053	\$8,053
6461	PORAC Disability Insurance	\$0	\$0	\$4,680	\$4,680	\$4,504	\$4,504
6465	Child Care Program	\$1,200	\$1,200	\$1,200	\$1,200	\$0	\$0
6470	Dental Insurance Program	\$73,210	\$64,157	\$68,000	\$68,000	\$68,000	\$68,000
6475	Employee Assistance Program EAP	\$4,028	\$4,631	\$4,600	\$4,600	\$4,630	\$4,630
6480	Vision Insurance Program	\$19,157	\$20,025	\$18,000	\$18,000	\$19,500	\$19,500
075-2250	Medicare After Retirement	\$1,469	\$1,440	\$2,880	\$2,880	\$2,880	\$2,880
6023	Department Charges	-\$1,742,268	-\$1,753,042	-\$1,714,318	-\$1,714,318	-\$1,614,262	-\$1,614,262
Total Employee Benefits		\$211,643	\$9,115	\$0	\$19,757	\$0	\$0
Total Operating Expenditures		\$211,643	\$9,115	\$0	\$19,757	\$0	\$0
TOTAL DEPARTMENTAL EXPENDITURES		\$211,643	\$9,115	\$0	\$19,757	\$0	\$0

Special Sales Tax

The voters of the City approved a one-quarter percent sales tax increase in November of 2004. The tax is a general tax and legally could be used for any purpose. Since its adoption, the City Council has determined that the greatest need for the proceeds of the tax for capital expenditures, public safety and street maintenance. This budget continues that policy.

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Sebastopol Transactions / Use Sales Tax
001-XXXX

In 2004 voters adopted a retail transaction/use tax for 1/4 cent per dollar. This general tax can be used for any purpose. Council determined the proceeds be used for capital expenditures, public safety, and street maintenance. Capital outlay details are on departmental pages.

Funding Allocations

Special Sales Tax

100%

Expenditures

Dept / Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010-xxxx	City Council	\$4,334	\$3,674	\$3,650	\$3,350	\$3,675	\$3,675
6020-xxxx	City Manager	\$3,349	\$3,674	\$18,350	\$6,350	\$11,838	\$21,838
6021-xxxx	City Clerk	\$0	\$0	\$0	\$0	\$1,837	\$1,837
6030-xxxx	Administrative Services	\$3,349	\$3,674	\$3,350	\$3,675	\$3,675	\$3,675
6050-xxxx	Planning	\$3,498	\$3,430	\$3,600	\$3,600	\$3,600	\$3,600
6060-6943	Exterior Paint @ City Hall & Fire Dept	\$0	\$0	\$0	\$23,000	\$23,000	\$23,000
6090-6515	2008 City Infrastructure Lease - Interest	\$35,145	\$33,857	\$32,508	\$32,508	\$31,092	\$31,092
6091-6515	2008 City Infrastructure Lease - Principal	\$26,210	\$27,497	\$28,846	\$28,846	\$30,262	\$30,262
6090-6916	Velocity Pumper Fire Engine Lease - Principal	\$0	\$0	\$59,732	\$59,732	\$122,225	\$122,225
6091-6916	Velocity Pumper Fire Engine Lease - Interest	\$0	\$0	\$9,814	\$9,814	\$16,868	\$16,868
6090-7068	Energy Conservation Loan - Interest	\$6,456	\$5,540	\$4,582	\$4,582	\$3,589	\$3,589
6091-7068	Energy Conservation Loan - Principal	\$20,139	\$21,055	\$22,014	\$22,014	\$23,006	\$23,006
6091-6517	CREBS Payment	\$0	\$0	\$0	\$0	\$46,258	\$46,258
6091-6921	001-6091-6921 GF Vacuum Truck	\$0	\$0	\$0	\$0	\$5,492	\$5,492
6090-6921	001-6090-6921 GF Vacuum Truck	\$0	\$0	\$0	\$0	\$1,425	\$1,425
6200-xxxx	Police Department	\$69,108	\$18,278	\$37,100	\$55,284	\$2,000	\$2,000
6230-7063	Emergency Preparedness	\$10,276	\$0	\$1,500	\$1,500	\$0	\$1,500
6280-xxxx	Fire Department	\$139,269	\$113,381	\$118,240	\$118,240	\$125,000	\$30,000
6290-xxxx	Building Department	\$2,833	\$3,911	\$11,000	\$3,000	\$3,000	\$3,000
6300-xxxx	Engineering	\$1,749	\$6,460	\$1,675	\$1,675	\$1,675	\$1,675
6310-xxxx	Public Works	\$1,749	\$1,570	\$2,000	\$1,675	\$1,675	\$1,675
6860	Contract Services: CNG Tank Replcmnt	\$0	\$0	\$0	\$0	\$6,000	\$6,000
6330-6927	Pavement Maintenance	\$0	\$0	\$0	\$0	\$100,000	\$100,000
830-6330-6050	Gas Tax Misc. Supplies & Services	\$0	\$0	\$0	\$0	\$0	\$66,040
6331-6927	Street Repair Reserve Fund (761)	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0
6380-xxxx	Parks	\$0	\$10,843	\$10,340	\$10,340	\$10,340	\$10,340
6380-xxxx	Ives Pool	\$0	\$6,268	\$7,500	\$7,145	\$0	\$0
6395-6998	Senior Center Exterior Paint	\$0	\$0	\$0	\$13,000	\$13,000	\$13,000
Total Project Expenditures		\$427,464	\$363,112	\$475,701	\$509,330	\$590,532	\$573,072
Total Fund Expenditures		\$427,464	\$363,112	\$475,701	\$509,330	\$590,532	\$573,072

TOTAL DEPARTMENTAL EXPENDITURES \$427,464 \$363,112 \$475,701 \$509,330 \$590,532 \$573,072

Possible Future Uses of Special Sales Tax:	FY 2012/2013	FY 2013/2014	FY 2014/2015
Fire Pumper Truck	\$100,000	\$100,000	\$100,000
Police Vehicles	\$60,000	\$0	\$65,000
Solar Panels (Debt Service)	\$10,000	\$10,000	\$10,000
HVAC Replacements Debt Service	\$20,000	\$20,000	\$20,000
Street Repair Reserve Fund 761	\$150,000	\$150,000	\$200,000
Public Works Vehicles	\$20,000	\$20,000	\$25,000
Other Equipment Replacement	\$140,000	\$180,000	\$180,000
Computer Replacements	\$10,000	\$12,000	\$12,000
Total	\$510,000	\$492,000	\$612,000

Gas Tax Streets

Funds are received from the State of California from the City of Sebastopol's share of the Highway User Tax collected at the gas pump. The proceeds are restricted to the operation and maintenance of City streets.

Major Budget Changes for 2011/2012:

None

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department **Gas Tax Streets**
Account No. **830-6330**
Funding Allocations
Gas Tax **100%**
Personnel

Staff: 2.30 FTE. Funds are received from the State from the City's share of the Highway User Tax collected at the gas pump. The proceeds are restricted to the operation and maintenance of City streets.

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$84,077	\$16,802	\$16,802	\$78,000	\$106,249	\$106,249
6300-6005	Engineering Staff Time Allocation	\$0	\$0	\$0	\$0	\$25,063	\$25,063
6023	Benefits	\$52,825	\$6,707	\$6,809	\$50,000	\$57,761	\$57,761
Total Personnel Services		\$136,902	\$23,509	\$23,611	\$128,000	\$189,073	\$189,073

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6040	Vehicle (fuel consumption detail is below)	\$2,238	\$902	\$1,000	\$2,200	\$2,200	\$2,200
6050	Misc. Supplies & Services (trans to Capital below)	\$83,098	\$105,925	\$67,240	\$72,000	\$0	\$0
6330	Utilities	\$3,754	\$4,489	\$3,672	\$14,000	\$4,851	\$4,851
8880	Contract Services	\$1,859	\$0	\$1,000	\$1,000	\$1,000	\$1,000
6927	Maintenance Rehabilitation	\$0	\$0	\$115,318	\$0	\$0	\$0
Total Supplies and Services		\$90,749	\$111,316	\$188,230	\$89,200	\$8,051	\$8,051
Total Operating Expenditures		\$227,651	\$134,825	\$211,841	\$217,200	\$197,124	\$197,124

Capital Outlay - Fund 001

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Recommended Expenditures
6050	Misc. Supplies & Services (detail below)	\$0	\$0	\$0	\$0	\$66,040	\$66,040
Total Capital Outlay		\$0	\$0	\$0	\$0	\$66,040	\$66,040
TOTAL DEPARTMENTAL EXPENDITURES		\$227,651	\$134,825	\$211,841	\$217,200	\$263,164	\$263,164

GAS TAX DETAIL				
Description Misc Supplies/Services 6050	2008/09	2009/10	2010/11	2011/12
Barricades, Misc tools & equipment	\$3,500	\$3,500	\$3,500	\$3,500
Blacktop, sand, rock, etc.	\$17,540	\$17,540	\$17,540	\$16,340
Sidewalk repairs (co-op program)	\$2,500	\$2,500	\$2,500	\$2,500
Signal maintenance (Bodege)	\$5,200	\$5,200	\$5,200	\$5,200
Signal maintenance (Caltrans)	\$9,000	\$9,000	\$9,000	\$9,000
Street painting	\$7,000	\$7,000	\$7,000	\$7,000
Compost, mulch & plants	\$5,000	\$5,000	\$5,000	\$5,000
Hazmat Disposal	\$1,000	\$1,000	\$1,000	\$1,000
SCTA Dues	\$5,000	\$5,000	\$5,000	\$5,000
NPDES Compliance	\$2,000	\$2,000	\$2,000	\$2,000
Street signs	\$10,500	\$10,500	\$10,500	\$9,500
Miscellaneous repairs & expense	\$17,096	\$38,587	\$0	\$0
Total	\$85,336	\$106,827	\$68,240	\$66,040

Vehicle Fuel Consumption	2008-09	2009-10	YTD
Petrol Cost	\$2,238	\$902	\$2,120
Natural Gas Cost	\$0	\$0	\$0
Total Fuel Cost	\$2,238	\$902	\$2,120

Sewer Utility

Major Budget Changes for 2011/2012:

Replace compressed natural gas fuel tank in Unit #27	\$6,000
Repair of overhead garage door at Morris Street sewer pump station (carried forward from 2010-2011 budget)	\$4,800

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Sewer Administration
 420-6XXXX-6005

Staff time and building use allocation.

Funding Allocations

Sewer Fund

100%

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	City Council	\$12,168	\$12,168	\$12,168	\$12,168	\$13,101	\$12,421
6020	City Manager	\$24,850	\$24,850	\$24,850	\$24,850	\$54,670	\$41,231
6021	City Clerk	\$0	\$0	\$0	\$0	\$10,164	\$9,617
6030	Administrative Services	\$79,607	\$115,336	\$89,607	\$90,751	\$75,616	\$73,424
6040	City Attorney	\$5,676	\$5,676	\$5,676	\$5,676	\$5,974	\$5,900
6050	Planning	\$11,121	\$11,121	\$11,121	\$11,121	\$13,249	\$11,583
6060	Government Buildings	\$0	\$0	\$0	\$0	\$10,865	\$10,581
6120	Audit	\$4,124	\$4,124	\$4,124	\$4,124	\$7,236	\$7,227
6130	Village Park	\$0	\$0	\$0	\$0	\$2,790	\$2,790
6290	Building Inspection	\$26,843	\$29,080	\$26,843	\$26,843	\$26,405	\$25,650
6300	Engineering	\$56,595	\$56,595	\$56,595	\$56,595	\$59,157	\$57,645
6310	Corporation Yard	\$87,499	\$87,499	\$87,499	\$87,499	\$98,443	\$96,704
Total Operating Expenditures		\$308,483	\$346,449	\$318,483	\$319,627	\$377,670	\$354,772
TOTAL DEPARTMENTAL EXPENDITURES		\$308,483	\$346,449	\$318,483	\$319,627	\$377,670	\$354,772

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department Sewage Treatment
 Account No. 420-6410
 Funding Allocations
 Sewer Fund 100%
 Expenditures

Treatment costs represent the City's share of the Santa Rosa Subregional Sewer system operating expenses. The annual costs are budgeted based on expected sewer flows and expenses associated with changing environmental requirements. This debt service is related to the pipeline for disposal of treated wastewater in the Geysers steam fields.

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6050	Operation / Maintenance	\$761,692	\$571,282	\$852,049	\$784,233	\$683,988	\$683,988
6512	Debt Service	\$638,833	\$752,211	\$652,742	\$614,758	\$668,006	\$668,006
Total Operating Expenditures		\$1,400,525	\$1,323,493	\$1,504,791	\$1,398,991	\$1,351,994	\$1,351,994
TOTAL DEPARTMENTAL EXPENDITURES		\$1,400,525	\$1,323,493	\$1,504,791	\$1,398,991	\$1,351,994	\$1,351,994

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department **Sewer Mains**
Account No. **420-6420**

Staff: 1.80 FTE.

Funding Allocations

Sewer Fund

100%

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$106,708	\$112,587	\$113,256	\$113,256	\$113,644	\$113,644
6011	Standby	\$7,718	\$7,972	\$8,188	\$8,188	\$8,448	\$8,448
6020	Overtime	\$1,078	\$285	\$1,000	\$1,000	\$1,260	\$1,260
6023	Benefits	\$53,909	\$56,701	\$59,707	\$59,707	\$52,890	\$52,890
Total Personnel Services		\$169,413	\$177,545	\$182,151	\$182,151	\$176,242	\$176,242

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$2,428	\$2,389	\$2,200	\$2,200	\$2,200	\$2,200
6049	Toilet Rebates (was 6050)	\$7,000	\$14,550	\$10,000	\$7,000	\$10,000	\$10,000
6050	Misc. Supplies/Services (detail below)	\$40,069	\$35,948	\$34,735	\$34,735	\$34,735	\$34,735
6060	Training	\$1,337	\$457	\$1,000	\$1,000	\$1,000	\$1,000
6310	Litigation Expense	\$0	\$0	\$30,000	\$70,000	\$0	\$0
6330	Utilities	\$8,126	\$31,834	\$20,000	\$29,000	\$28,565	\$30,000
6425	Liability, Property & Flood Insurances	\$7,367	\$7,347	\$8,857	\$8,857	\$10,025	\$10,025
6860	Contract Services (detail below)	\$0	\$9,000	\$13,320	\$11,000	\$10,800	\$10,800
Total Supplies and Services		\$66,327	\$101,525	\$120,112	\$163,792	\$95,325	\$98,760
Total Operating Expenditures		\$235,740	\$279,070	\$302,263	\$345,943	\$271,567	\$275,002

Capital Maintenance Outlay - Fund 420

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6805	Air Compressor	\$0	\$5,000	\$0	\$0	\$0	\$0
6922	Pipe Cleaning Apparatus	\$0	\$1,384	\$0	\$0	\$0	\$0
6945	Camera for Sewer Mains	\$0	\$8,522	\$0	\$0	\$0	\$0
6951	5 Yard Dump Truck	\$0	\$0	\$5,618	\$7,418	\$7,418	\$7,418
6999	Sewer repair Community Center	\$1,784	\$0	\$0	\$0	\$0	\$0
7091	Pipe Locator	\$0	\$2,425	\$0	\$0	\$0	\$0
8009	Website Redesign	\$0	\$0	\$2,200	\$2,200	\$0	\$0
Total Capital Outlay		\$1,784	\$17,331	\$7,818	\$9,618	\$7,418	\$7,418

TOTAL DEPARTMENTAL EXPENDITURES \$237,524 \$296,401 \$310,081 \$355,561 \$278,985 \$282,420

SEWER MAINS DETAIL

Description Misc Supplies/Services 6050	2008/09	2009/10	2010/11	2011/12
Lift Station maintenance & repairs	\$22,759	\$12,000	\$12,000	\$12,000
Generator service contract	\$2,310	\$2,310	\$2,310	\$2,310
Sewer Main cleaning	\$12,000	\$12,013	\$12,000	\$12,000
Televise Sewers	\$3,000	\$3,000	\$3,000	\$3,000
Utility Billing Postage expense	\$0	\$3,240	\$3,240	\$3,240
Air Quality permit	\$0	\$1,200	\$0	\$0
Stuffing Machine maintenance	\$0	\$959	\$959	\$959
Sanitary Sewer master plan fee SSMP	\$0	\$1,226	\$1,226	\$1,226
Total	\$40,069	\$36,948	\$34,735	\$34,735

Contract Services 6860	2008/09	2009/10	2010/11	2011/12
Sewer Main repair / Florence & Mary's	\$0	\$2,000	\$0	\$0
Green Valley Pump Station Rebuild	\$0	\$7,000	\$8,520	\$0
Replace Natural Gas Fuel tank PW truck	\$0	\$0	\$0	\$6,000
Morris St. Sewer Pump Garage Door	\$0	\$0	\$4,800	\$4,800
Total	\$0	\$9,000	\$13,320	\$10,800

Depreciation 6000	2008/09	2009/10	2010/11	2011/12
Asset Depreciation Expense	\$109,122	\$203,782	\$109,122	\$203,782

Water Utility

Major Budget Changes for 2011/2012:

Compressed natural gas fuel tank for Unit #20	\$6,000
SCADA (system control and data acquisition) repairs (complete repairs begun in 2010-2011 budget)	\$6,460
Exterior coating of First Street water tank	\$35,000
Replace pressure sustaining valve at Hwy 116 and Fircrest Ave	\$9,585

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department **Water Administration**
 Account No. **510-6XXX-6005**

Funding Allocations

Staff time and building use allocation.

Water Fund

100%

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	City Council	\$10,667	\$10,667	\$10,667	\$10,667	\$11,229	\$10,646
6020	City Manager	\$29,322	\$29,322	\$29,322	\$29,322	\$54,670	\$41,231
6021	City Clerk	\$0	\$0	\$0	\$0	\$11,618	\$10,991
6030	Administrative Services	\$84,882	\$122,973	\$94,882	\$94,882	\$77,908	\$75,649
6040	City Attorney	\$7,780	\$7,780	\$7,780	\$7,780	\$9,957	\$9,834
6050	Planning	\$11,121	\$11,121	\$11,121	\$11,121	\$13,249	\$11,583
6060	Government Buildings	\$0	\$0	\$0	\$0	\$10,865	\$10,681
6120	Audit	\$4,755	\$4,755	\$4,755	\$4,755	\$7,236	\$7,227
6130	Village Park	\$0	\$0	\$0	\$0	\$2,790	\$2,790
6280	Fire	\$18,191	\$18,191	\$18,191	\$18,191	\$17,232	\$16,931
6290	Building Inspection	\$26,843	\$24,606	\$26,843	\$26,843	\$26,405	\$25,650
6300	Engineering	\$82,320	\$82,320	\$82,320	\$82,320	\$87,449	\$85,214
6310	Corporation Yard	\$120,683	\$120,683	\$120,683	\$120,683	\$135,008	\$132,622
Total Operating Expenditures		\$396,564	\$432,418	\$406,564	\$406,564	\$465,614	\$440,948
TOTAL DEPARTMENTAL EXPENDITURES		\$396,564	\$432,418	\$406,564	\$406,564	\$465,614	\$440,948

City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Water Utility
510-6510

Staff: 2.40 FTE.

Funding Allocations

Water Fund

100%

Personnel Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$140,597	\$149,316	\$150,497	\$150,497	\$151,272	\$151,272
6011	Standby	\$7,525	\$7,773	\$7,983	\$7,983	\$8,237	\$8,237
6020	Overtime	\$2,474	\$712	\$1,000	\$1,500	\$1,500	\$1,500
6023	Benefits	\$72,468	\$76,796	\$79,587	\$79,587	\$70,506	\$70,506
Total Personnel Services		\$223,064	\$234,597	\$239,067	\$239,567	\$231,515	\$231,515

Supplies and Services

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6025	Communications	\$5,811	\$5,156	\$4,750	\$3,500	\$2,950	\$3,500
6049	Washing Machine Rebates	\$4,075	\$1,373	\$6,000	\$0	\$0	\$0
6050	Misc. Supplies/Services (detail below)	\$78,250	\$61,631	\$60,395	\$60,395	\$60,395	\$60,395
6060	Training	\$1,067	\$575	\$1,600	\$1,400	\$1,600	\$1,600
6330	Utilities	\$100,833	\$103,605	\$112,000	\$116,000	\$120,830	\$116,000
6360-1-2	Wells 6 & 7 Arsenic Remediation	\$51,176	\$0	\$0	\$0	\$0	\$0
6425	Liability, Property & Flood Insurances	\$15,353	\$15,147	\$17,303	\$17,303	\$15,538	\$15,538
6806	Backflow Prevention Program	\$3,176	\$2,867	\$3,000	\$2,000	\$1,500	\$1,500
6807	Fire Hydrant Replacement Program	\$8,017	\$7,395	\$10,500	\$10,500	\$15,000	\$15,000
6808	Meter Replacement Program	\$16,843	\$12,128	\$20,000	\$20,000	\$20,000	\$20,000
6860	Contract Services (detail below)	\$3,317	\$58,196	\$6,000	\$4,650	\$16,460	\$16,460
Total Supplies and Services		\$287,918	\$268,073	\$241,548	\$235,748	\$254,273	\$249,993
Total Operating Expenditures		\$510,982	\$502,670	\$480,615	\$475,315	\$485,788	\$481,508

Capital Maintenance Outlay - Fund 510

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6532	Well 8 Probes (2)	\$14,692	\$0	\$0	\$0	\$0	\$0
6805	Air Compressor	\$0	\$5,000	\$0	\$0	\$0	\$0
6809	Meter - Handheld Unit	\$5,544	\$0	\$0	\$0	\$0	\$0
6851	5 Yard Dump Truck	\$0	\$0	\$7,418	\$7,418	\$7,418	\$7,418
6966	Well Improvements (detail below)	\$975	\$932	\$6,000	\$6,000	\$1,000	\$1,000
6968	Pressure Sensing Valve	\$0	\$0	\$0	\$0	\$9,585	\$9,585
7039	1st Street Water Tank Exterior Paint	\$0	\$0	\$0	\$0	\$35,000	\$35,000
7083	SCADA Upgrades	\$4,201	\$0	\$0	\$0	\$0	\$0
7091	Pipe Locator	\$0	\$2,425	\$0	\$0	\$0	\$0
8009	Website Redesign	\$0	\$0	\$2,200	\$2,200	\$0	\$0
Total Capital Outlay		\$25,412	\$8,357	\$15,618	\$15,618	\$53,003	\$53,003
TOTAL DEPARTMENTAL EXPENDITURES		\$536,394	\$511,027	\$496,233	\$490,933	\$538,791	\$534,511

City of Sebastopol
Fiscal Year 2011 - 12 Budget
Expenditures

WATER UTILITY DETAIL				
Description Misc Supplies/Services 6050	2008/09	2009/10	2010/11	2011/12
Lab expenses, Water testing	\$17,300	\$17,300	\$17,300	\$17,300
Maintenance and Repairs	\$25,425	\$26,538	\$26,500	\$26,500
Generator service contract	\$575	\$575	\$575	\$575
CA Dept of Health Services Fees	\$10,000	\$10,000	\$10,000	\$10,000
Well 6 Generator repairs	\$17,950	\$0	\$0	\$0
Daily Acts contract	\$7,000	\$0	\$0	\$0
Utility Billing Postage expense	\$0	\$3,240	\$3,240	\$3,240
CCR Printing expense	\$0	\$1,821	\$1,821	\$1,821
Air Quality Permit	\$0	\$1,200	\$0	\$0
Stuffing Machine maintenance	\$0	\$959	\$959	\$959
Total	\$78,250	\$61,631	\$60,395	\$60,395
Contract Services 6860	2008/09	2009/10	2010/11	2011/12
Green Valley Consulting Engineers	\$3,317	\$4,000	\$4,000	\$4,000
Well 7 Motor & Pump Rebuild	\$0	\$47,246	\$0	\$0
Interior Water Reservoir Repairs	\$0	\$6,950	\$2,000	\$0
CNG Tank Replacement	\$0	\$0	\$0	\$6,000
SCADA Repairs	\$0	\$0	\$0	\$6,460
Total	\$3,317	\$58,196	\$6,000	\$16,460
Well Improvements 6966	2008/09	2009/10	2010/11	2011/12
Well Meter Calibrations	\$975	\$932	\$1,000	\$1,000
Pleasant Hill Reservoir Transducers	\$0	\$0	\$5,000	\$0
Total	\$975	\$932	\$6,000	\$1,000
Depreciation 6000	2008/09	2009/10	2010/11	2011/12
Asset Depreciation Expense	\$167,711	\$171,743	\$167,711	\$171,743

Techite Settlement Fund

The Techite Settlement Fund is a sewer capital fund. In Fiscal Year 2010 – 11, the fund made a loan of \$193,755 to the General Fund to provide the repayment of funds expended by the Low Income Housing Fund for the purchase of the Village Park Mobile Home Park. The General Fund will repay the loan over 10 years.

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Techite Settlement Fund
731

Funding Allocations

Techite Settlement Fund

100%

The Techite Settlement Fund loaned \$193,754.94 to the General Fund to cover the debt service requirements for the acquisition of the Village Park Mobile Home Park. The loan will be repaid to the fund by the General Fund over a period of ten years.

Debt Service

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
731-6999	Village Park Acquisition Costs Loan to GF	\$0	\$0	\$193,755	\$193,755	\$0	\$0
Total Village Park Acquisition Costs Loan to GF		\$0	\$0	\$193,755	\$193,755	\$0	\$0
TOTAL VILLAGE PARK ACQUISITION COSTS LOAN TO GF		\$0	\$0	\$193,755	\$193,755	\$0	\$0

Inter Fund Loan

The Inter Fund Loan reflects the General Fund's repayment of the \$193,755 loan provided to it by the Techite Settlement Fund.

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Inter-Fund Loans
 Various

From time to time, in accordance with adopted City Council policy, the City may borrow funds from one funding source and provide said funds to another funding source as necessitated by capital expenses or cash flow issues. At present, the only outstanding loan is a loan from Fund No. 731, Techite Settlement Fund (Sewer) to Fund No. 000, General Fund. This loan was for the payments the General Fund should have been making with respect to the lease financing debt service from 2008 - 2011 on the acquisition of the Village Park Mobile Home Park.

P or I	Account Number / Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
<i>Loan from 731 to 000 for Village Park Financing</i>							
Principal	000-2702/2971 To 731-1113/2971	\$0	\$0	\$0	\$0	\$16,138	\$16,138
Interest	000-2611/2971 To 731-1102/2971	\$0	\$0	\$0	\$0	\$7,750	\$7,750
Total Village Park Financing Loan		\$0	\$0	\$0	\$0	\$23,888	\$23,888

LOAN REPAYMENT SCHEDULE			
Year	Principal	Interest	Total
Payment due June 2012	16138.03	7750.20	23888.23
Payment due June 2013	16783.55	7104.68	23888.23
Payment due June 2014	17454.90	6433.33	23888.23
Payment due June 2015	18153.09	5735.14	23888.23
Payment due June 2016	18879.22	5009.01	23888.23
Payment due June 2017	19634.38	4253.85	23888.23
Payment due June 2018	20419.76	3468.47	23888.23
Payment due June 2019	21236.55	2651.68	23888.23
Payment due June 2020	22086.01	1802.22	23888.23
Payment due June 2021	22969.45	918.78	23888.23
Total	193,754.94	45,127.36	238,882.30

Debt Service

These funds account for the accumulation of resources and payment of general long-term debt principal and interest.

Water Debt Service

On March 1, 2004 the Community Development Agency approved a refinance of the original \$4,010,000 First Street Reservoir project (replace the wooden structure with a steel reservoir) by entering into a lease agreement for the 2004 Lease Refunding 1994 Certificates of Participation. The principal at refinance was \$3,217,000 with an interest rate of 4.05% for 10 years. The debt service will be paid in full on June 1, 2014. The Redevelopment Agency is responsible for 80% of the debt. The semi-annual payments are approximately \$203,600 and the debt will be paid in full on June 1, 2013.

Redevelopment Agency

On March 1, 2004 the Community Development Agency approved a refinance of the original \$4,010,000 First Street Reservoir project (replace the wooden structure with a steel reservoir) by entering into a lease agreement for the 2004 Lease Refunding 1994 Certificates of Participation. The principal at refinance was \$3,217,000 with an interest rate of 4.05% for 10 years. The debt service will be paid in full on June 1, 2014. The Water enterprise fund is responsible for 20% of the debt. The semi-annual payments are approximately \$203,600 and the debt will be paid in full on June 1, 2013.

On June 1, 2008 the Redevelopment Agency refinanced the Refunding Tax Allocation Bonds, Series 1997 as the 2007 Tax Allocation Refunding bonds. This was a refunding issue of the 1986, 1991, and 1997 Tax Increment bonds. The annual payments range from \$369,175 to \$427,500 and will be paid in full on June 1, 2021. The original 1986 Redevelopment bond proceeds of \$2,330,000 were used for various infrastructure improvements including streets, sewer lines, Burbank Activity Center, Laguna Youth park, Ives Pool, Library rehabilitation, Police building studies, and Morris St. reconstruction. The original \$4,000,000 1991 Tax Allocation Bonds were used for construction of Laguna Park Way, the downtown plaza, and the Streetscape project and acquisition and development of the parking lot next to Sebastopol Cinemas. The 1997 issue was a refinance of the earlier bonds.

General City Debt Service

Energy Conservation Loan

On October 4, 2005 the City Council approved a loan from the California Energy Commission in the amount of \$242,898 to be payable from the calculated savings of the implemented measures. The semi-annual loan payments are \$19,630. The loan will be paid in full on December 22, 2014.

This loan was used to install or upgrade HVAC gas-electric units and other energy reduction equipment at the Library, Police Station, City Hall, and Wells 6 and 7.

Fire Engine Lease

On September 7, 2010 the City Council approved the execution of a lease-purchase agreement for a new Fire Apparatus Pumper Truck. The 5 year lease agreement is \$640,255.75 at 3.066%, with semi-annual payments of \$69,546.67 and will be paid in full in September 2015.

Vacuum Truck Lease

On September 26, 2008 the City purchase a Vactor 2013 truck in the amount of \$180,866 at 4.72% annum. The lease term is 96 months with annual payments of \$26,668. The lease will be paid in full on June 30, 2016.

General Obligation Infrastructure Financing CREBS of 2006

The City Council approved a lease financing of a series of municipal improvement projects on May 16, 2006. The full amount of the lease was \$2,074,000 and the annual debt service payment is \$122,000 with no interest accruing on the principal. In 2011 the City refinanced the debt, and reduced the remaining payment for the life of the lease to \$97,590 annually. The lease will be paid in full on April 1, 2024.

The projects include a new water well (Well 8), a water system booster pump between delivery zones, funds to complete the replacement of the sewer force main to the regional treatment plant, additional funding for the new skate park project, solar panels to generate electricity at the city hall/library complex, the Police station and at the sewer lift station, and funds to implement projects for pedestrian safety contained in the Street Smart Study. Funding for the repayment of this debt is charged proportionately to each fund based upon funds allocated to each project.

Infrastructure Lease

On May 16, 2006 the City adopted a resolution authorizing the lease financing in the amount of \$2,880,000 for various public improvements. The lease cost of issuance was \$20,000, with an interest rate of 4.85% for 20 years. The semi-annual payments are \$113,284 and the lease will be paid in full on June 8, 2026.

The projects included replacing the sewer force main; construction of the Skate Park; installation of a Water Booster Pump which will interconnect the low and high water zones; drill a new Well No. 2 on the existing site of the old well; Street improvements; and install solar ponds at the Sewer pump station, City Hall and Library, and the Police Station.

Village Mobile Home Park

On September 18, 2007 the City authorized the lease financing of the Village Mobile Home Park project in the amount of \$817,500 with an interest rate of 4.90% per annum for 20 years, and a \$17,500 cost of issuance. The semi-annual payments are \$64,585 and the debt will be paid in full on July 1, 2027.

The proceeds were used to finance the acquisition of land and related improvements to the manager's house, laundry boathouse, apartment units, and property in the open, constituting a mobile home park known as Village Park.

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

City Debt Service
Various

Debt service for Water Fund, Redevelopment Fund, Energy Conservation loan; new Fire engine; Vacuum Truck; CREBS; Infrastructure lease; and Village Mobile Home Park. Refer to narrative for detail.

P or I	Account Number / Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
Water Well No. 7 Lease (Paid In Full 10/23/11)							
Interest	510-6090-6535 Well # 7 Lease Interest	\$10,633	\$7,833	\$4,345	\$4,345	\$891	\$0
Principal	510-6091-6535 Well #7 Lease Principal	\$46,912	\$49,712	\$53,200	\$53,200	\$27,882	\$0
Total Well 7 Lease		\$57,545	\$57,545	\$57,545	\$57,545	\$28,773	\$0
First Street Water Reservoir (Paid In Full 06/01/13)							
Interest	510-6090-6545 1989/1994 / 2004 COP Interest	\$14,118	\$11,364	\$8,498	\$8,498	\$5,514	\$5,514
Principal	510-6091-6545 1989/1994 / 2004 COP Principal	\$87,320	\$70,060	\$72,940	\$72,940	\$75,920	\$75,920
Total 2004 COP Water Enterprise fund		\$81,438	\$81,424	\$81,438	\$81,438	\$81,434	\$81,434
Redevelopment 1984 COP (Paid In Full 06/01/13)							
Interest	950-6090-6545 2004 COP Interest	\$70,582	\$56,822	\$33,992	\$33,992	\$22,056	\$22,056
Principal	950-6091-6545 2004 COP Principal	\$336,560	\$350,300	\$291,760	\$291,760	\$303,680	\$303,680
Total 1989 / 1994 / 2004 COP		\$407,152	\$407,122	\$325,752	\$325,752	\$326,736	\$325,736
Redevelopment 2007 Tax Increment Bonds (Paid In Full 06/01/21)							
Interest	950-6090-6560 2007 TAB Interest	\$146,777	\$138,347	\$130,001	\$130,001	\$120,713	\$120,713
Principal	950-6091-6560 2007 TAB Principal	\$236,875	\$241,714	\$274,891	\$274,891	\$284,370	\$284,370
Trustee Fees	950-6095-6560 Trustee Fees	\$4,950	\$2,250	\$2,450	\$2,450	\$2,450	\$2,450
Total Tax Increment Bonds of 2007		\$388,702	\$382,311	\$407,342	\$407,342	\$407,533	\$407,533
Low Cost Hsng 2007 Tax Increment Bonds (Paid In Full 06/01/21)							
Interest	951-6090-6560 2007 TAB Interest	\$7,466	\$7,642	\$7,145	\$7,145	\$6,635	\$6,635
Principal	951-6091-6560 2007 TAB Principal	\$13,025	\$13,288	\$15,109	\$15,109	\$15,630	\$15,630
Total Tax Increment Bonds of 2007 - HSA Portion		\$20,491	\$20,928	\$22,254	\$22,254	\$22,265	\$22,265
Energy Conservation Loan (Paid In Full 12/22/2014)							
Principal	001-6091-7088 Energy Loan (Special Sales Tax)	\$20,139	\$21,055	\$22,014	\$22,014	\$23,006	\$23,006
Interest	001-6090-7088 Energy Loan (Special Sales Tax)	\$6,456	\$5,540	\$4,582	\$4,582	\$3,589	\$3,589
Total Energy Conservation Loan		\$26,595	\$26,595	\$26,596	\$26,596	\$26,595	\$26,595
Velocity Pumper Fire Engine Lease (Paid In Full 09/15/2015)							
Principal	001-6091-6918 Fire Truck (Special Sales Tax)	\$0	\$0	\$59,732	\$59,732	\$122,225	\$122,225
Interest	001-6090-6918 Fire Truck (Special Sales Tax)	\$0	\$0	\$9,814	\$9,814	\$16,868	\$16,868
Total Velocity Pumper Fire Engine Lease		\$0	\$0	\$69,546	\$69,546	\$139,093	\$139,093
Vacuum Truck Lease (Paid In Full 6/30/2016)							
Principal	000-6091-6921 GF Vacuum Truck	\$4,783	\$5,009	\$5,245	\$5,245	\$0	\$0
Interest	000-6090-6921 GF Vacuum Truck	\$2,134	\$1,908	\$1,672	\$1,672	\$0	\$0
Principal	001-6091-6921 GF Vacuum Truck	\$0	\$0	\$0	\$0	\$5,492	\$5,492
Interest	001-6090-6921 GF Vacuum Truck	\$0	\$0	\$0	\$0	\$1,425	\$1,425
Principal	420-6091-6921 Sewer Vacuum Truck	\$9,566	\$10,017	\$10,490	\$10,490	\$10,985	\$10,985
Interest	420-6090-6921 Sewer Vacuum Truck	\$4,288	\$3,817	\$3,344	\$3,344	\$2,849	\$2,849
Principal	510-6091-6921 Water Vacuum Truck	\$4,783	\$5,009	\$5,245	\$5,245	\$5,492	\$5,492
Interest	510-6090-6921 Water Vacuum Truck	\$2,134	\$1,908	\$1,672	\$1,672	\$1,425	\$1,425
Total Vacuum Truck Lease		\$27,668	\$27,668	\$27,668	\$27,668	\$27,668	\$27,668
CREBS Solar Panel Lease (Paid In Full 4/1/2024)							
Principal	008-6091-6517 PG&E (Energy Rebates)	\$0	\$122,000	\$122,000	\$122,000	\$0	\$0
Principal	001-6091-6517 (Special Sales Tax 47.41%)	\$0	\$0	\$0	\$0	\$46,258	\$46,258
Principal	510-6091-6517 (Water Ops 31.79%)	\$0	\$0	\$0	\$0	\$31,018	\$31,018
Principal	905-6091-6517 (Sequoia Solar Reserve 20.80%)	\$0	\$0	\$0	\$0	\$20,295	\$20,295
Total CREBS Lease		\$0	\$122,000	\$122,000	\$122,000	\$97,571	\$97,571
Infrastructure Lease (Paid In Full 6/8/2026)							
Principal	420-6091-6515 Infra (Sewer Ops)	\$26,887	\$28,207	\$29,592	\$29,592	\$31,045	\$31,045
Interest	420-6090-6515 Infra (Sewer Ops)	\$36,053	\$34,732	\$33,349	\$33,349	\$31,896	\$31,896
Principal	860-6091-6515 Skete Park (Park inLieu)	\$13,444	\$14,104	\$14,796	\$14,796	\$15,522	\$15,522
Interest	860-6090-6515 Skete Park (Park inLieu)	\$18,027	\$17,367	\$16,674	\$16,674	\$15,948	\$15,948
Principal	510-6091-6515 Infrastructure Lease (Water Ops)	\$30,246	\$31,731	\$33,289	\$33,289	\$34,922	\$34,922
Interest	510-6090-6515 Infrastructure Lease (Water Ops)	\$40,557	\$39,072	\$37,514	\$37,514	\$35,880	\$35,880
Principal	001-6091-6515 Solar / Streets (SST)	\$26,210	\$27,497	\$28,846	\$28,846	\$30,262	\$30,262
Interest	001-6090-6515 Solar / Streets (SST)	\$35,145	\$33,657	\$32,509	\$32,509	\$31,092	\$31,092
Total Infrastructure Lease		\$226,569	\$226,567	\$226,569	\$226,569	\$226,567	\$226,567
Village Mobile Home Park (Paid In Full 7/1/2027)							
Principal	000-6091-6516 (General Fund)	\$26,059	\$26,698	\$28,022	\$28,022	\$29,412	\$29,412
Interest	000-6090-6516 (General Fund)	\$38,525	\$37,887	\$36,563	\$36,563	\$35,173	\$35,173
Total Village Mobile Home Park		\$64,584	\$64,585	\$64,585	\$64,585	\$64,585	\$64,585
TOTAL DEBT SERVICE		\$1,300,744	\$1,416,745	\$1,431,295	\$1,431,295	\$1,447,820	\$1,419,047

Trust and Agency Funds

Trust and Agency funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or funds. The following accounts are kept as trusts with the City:

Street Lighting Assessment District

Funds are received from the County via the property tax rolls for the exclusive use of paying the operating costs of street lighting within the City of Sebastopol. The assessment is the subject of an annual hearing to review projected costs and setting of the tax levy.

Woodstone Center Assessment District

The Woodstone Center Assessment District was formed on December 3, 1997 pursuant to the Municipal Improvement Act of 1913, Division 12 of the Streets and Highways Code of the State of California. The bonds were issued to finance construction and acquisition of certain public improvements specially benefitting properties located within the boundaries of City Assessment District 1992-1 (Woodstone Center). Assessments to pay debt service are collected on the property tax rolls of parcels located within that district and may not be used for any purpose not specified in the assessment district documentation. The limited obligation improvement bonds will be paid in full on September 2, 2022.

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Street Lighting Assessment District
 780-6330

This Special Assessment District to pay for street lighting was created on June 29, 1981 and operated for two years. It was re-activated in 1996. Every year an Engineer's report is completed and a hearing held to assess the charges for the following fiscal year.

Funding Allocations

Special Assessment Revenues

100%

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6050	Administration	\$0	\$0	\$3,500	\$0	\$0	\$0
6660	Street Lighting	\$78,774	\$78,663	\$86,800	\$86,800	\$86,800	\$86,800
6860	Engineer's Report	\$3,885	\$6,447	\$3,500	\$5,000	\$1,195	\$5,000
TOTAL DEPARTMENTAL EXPENDITURES		\$82,659	\$85,110	\$93,800	\$91,800	\$87,995	\$91,800

Departmental Cost By Funding Source

Special Assessment Revenues	\$87,713	\$89,502	\$87,712	\$88,000	\$88,000	\$92,000
Balance to General Fund = (credit is a decrease)	\$5,054	\$4,392	-\$6,088	-\$3,800	\$5	\$200

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Woodstone Assessment District Debt Service
 778

The Woodstone Center Series 1997 Assessment District No. 1992-1 bond was issued in December 1997 to fund street improvements, drainage, street lights, and signalization for the former Holiday Inn Express (now Fairfield Inn). The limited obligation improvement bonds will be paid in full on September 2, 2022.

Funding Allocations

Special Assessment Revenues

100%

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6090-6063	Interest	\$19,285	\$18,685	\$18,085	\$18,085	\$17,185	\$17,185
6091-6063	Principal	\$10,000	\$10,000	\$10,000	\$10,000	\$20,000	\$20,000
6095-6063	Trustee Fees	\$5,126	\$5,990	\$4,800	\$4,800	\$4,800	\$4,800
TOTAL DEPARTMENTAL EXPENDITURES		\$34,411	\$34,675	\$32,885	\$32,885	\$41,985	\$41,985

Community Development Agency Fund

The basic purpose of California redevelopment law is to give cities a tool to help remove blighting conditions from a community. Blighted areas are defined in the law as areas in which there are conditions which constitute physical and economic liabilities requiring redevelopment in the interest of the health, safety and welfare of the people. These conditions are further defined as inadequate public improvements, utilities, unsafe buildings or inadequate parking. Further, the law talks about expanding the supply of affordable housing and employment opportunities for all citizens.

In order to accomplish these goals, a redevelopment agency may acquire land and buildings, dispose of real property, and construct public facilities. The sale of real property may include conditions on the sale of properties so that they are used in a manner consistent with the city's redevelopment plan. Public facilities can include infrastructure (streets, water and sewer facilities, etc.) and city buildings which benefit the redevelopment area. There is a specific ban on the construction of city halls with redevelopment funds. A redevelopment agency may borrow money to implement these activities. Such borrowing can be in the form of loans from the city or private sources or from the sale of tax increment bonds.

The redevelopment agency must set aside 20% of its tax increment revenues for the purpose of assisting low and moderate income housing. These set aside funds can be used to acquire, improve, finance, rehabilitate and otherwise subsidize affordable housing (including mobile homes). These housing activities may take place within the city, both within and outside the redevelopment project area.

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Redevelopment - General
 950-6950

Funding Allocations

Redevelopment Fund

100%

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6010	Salaries	\$1,710	\$1,770	\$2,230	\$2,230	\$2,230	\$2,230
6023	Benefits	\$64	\$69	\$92	\$92	\$90	\$90
6050	Misc. Supplies & Services	\$3,311	\$86	\$1,000	\$300	\$1,000	\$1,000
6057	ABX4 26 SERAF Payment	\$0	\$797,975	\$140,000	\$140,000	\$0	\$0
6060	Training	\$0	\$0	\$1,000	\$0	\$2,000	\$2,000
6070	Dues	\$2,312	\$2,190	\$2,200	\$2,200	\$2,200	\$2,200
6800	Audit	\$9,200	\$3,150	\$9,200	\$4,000	\$7,000	\$7,000
6860	Contract Services	\$3,351	\$3,055	\$2,665	\$102,000	\$3,000	\$3,000
Total Supplies and Services		\$19,948	\$808,295	\$158,387	\$250,822	\$17,520	\$17,520
Total Operating Expenditures		\$19,948	\$808,295	\$158,387	\$250,822	\$17,520	\$17,520

Departmental Allocations

6010-6005 City Council Allocations	\$5,497	\$5,497	\$23,866	\$23,866	\$5,593	\$5,323
6020-6005 City Manager Allocations	\$50,043	\$50,043	\$124,881	\$124,881	\$61,847	\$61,847
6021-6005 City Clerk Allocations	\$0	\$0	\$0	\$0	\$20,607	\$20,607
6030-6005 Admin. Services Allocations	\$17,493	\$17,493	\$28,161	\$28,161	\$10,967	\$11,125
6040-6005 City Attorney Allocations	\$8,285	\$8,285	\$8,285	\$8,285	\$9,984	\$9,834
6050-6005 Planning Allocations	\$16,610	\$16,610	\$156,316	\$156,316	\$75,355	\$75,290
6300-6005 Engineering Allocations	\$0	\$0	\$24,874	\$24,874	\$27,624	\$27,569
Total Department Allocations	\$97,928	\$97,928	\$366,383	\$366,383	\$211,978	\$211,598
TOTAL DEPARTMENTAL EXPENDITURES	\$117,876	\$906,223	\$524,770	\$617,205	\$229,498	\$229,115

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Redevelopment Projects
 950-6955

Funding Allocations

Redevelopment

100%

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6898	Library Carpet	\$0	\$0	\$30,000	\$30,000	\$0	\$0
6918	Police Station Roof	\$0	\$42,058	\$0	\$0	\$0	\$0
6931	Landscaping, Street trees, Bike racks	\$3,185	\$0	\$5,000	\$5,000	\$5,000	\$5,000
7004	Seb Ave Streetscape (Engineering)	\$6,402	\$0	\$200,000	\$65,000	\$135,000	\$135,000
7084	Plaza Restrooms	\$6,009	\$54,982	\$120,000	\$140,000	\$25,000	\$25,000
7098	Fire Station Addition Phase I	\$0	\$0	\$0	\$0	\$0	\$0
7099	Banners, Mural Art	\$10,487	\$1,277	\$5,000	\$3,500	\$5,000	\$5,000
8000	Holiday Decorations	\$0	\$0	\$0	\$0	\$0	\$0
8001	Documentary Film Festival	\$2,000	\$2,000	\$3,000	\$3,000	\$3,000	\$3,000
8002	Technology Grants / Loans	\$0	\$2,500	\$5,000	\$10,000	\$5,000	\$5,000
8003	Facade Program	\$9,224	\$12,382	\$15,000	\$10,000	\$15,000	\$15,000
8004	Guide Sign Program	\$15,360	\$9,452	\$70,000	\$5,000	\$90,000	\$90,000
8005	Ives Park Project	\$0	\$0	\$20,000	\$45,000	\$100,000	\$100,000
8006	Economic Summit	\$0	\$1,229	\$2,000	\$0	\$0	\$2,000
8007	Marketing Matching Funds	\$0	\$0	\$2,000	\$3,000	\$0	\$0
8008	Economic Specialist Contract Consultant	\$20,625	\$10,375	\$70,000	\$50,000	\$75,000	\$75,000
8009	Website Redesign	\$0	\$1,337	\$3,500	\$4,780	\$0	\$0
8010	Use of City Property Analysis	\$0	\$0	\$20,000	\$0	\$26,000	\$26,000
8011	Adaptive Building Restoration (Business Incubator)	\$0	\$0	\$20,000	\$20,052	\$0	\$0
8013	Skategarden Expansion	\$0	\$0	\$0	\$0	\$625,520	\$625,520
900-6900	CERES Building (900-6900-6860)	\$0	\$0	\$45,000	\$45,000	\$0	\$0
Total Project Expenditures		\$73,292	\$137,572	\$635,500	\$439,332	\$1,109,520	\$1,111,520
TOTAL DEPARTMENTAL EXPENDITURES		\$73,292	\$137,572	\$635,500	\$439,332	\$1,109,520	\$1,111,520

City of Sebastopol
Fiscal Year 2011 - 12 Budget

Expenditures

Department
 Account No.

Low Cost Housing Redevelopment
 951-6951

Funding Allocations

LCH Redevelopment Fund

100%

Contract services includes MCC program and consultant and legal services for Fircrest Mobile Home Park rent control. The Low income housing incentive program in 2010/11 is for the Habitat for Humanity project on Litchfield Ave.

Expenditures

Object Code	Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
6860	Contract Services	\$62,056	\$2,111	\$339,888	\$339,888	\$10,000	\$10,000
6900	Mobile Home Rent Control	\$6,406	\$3,262	\$4,000	\$3,500	\$4,000	\$4,000
7021	Rehabilitation Program	\$0	\$2,874	\$10,000	\$10,000	\$10,000	\$10,000
7051	Inclusionary Housing	\$145	\$0	\$500	\$0	\$500	\$500
7056	Low Income Housing Incentive Program	\$27,964	\$0	\$57,400	\$57,400	\$0	\$0
6952-xxxx	Affordable Housing 565-577 Petaluma	\$42,728	\$0	\$0	\$0	\$0	\$0
Total Supplies and Services		\$139,299	\$8,247	\$411,788	\$410,788	\$24,500	\$24,500
Total Operating Expenditures		\$139,299	\$8,247	\$411,788	\$410,788	\$24,500	\$24,500

TOTAL DEPARTMENTAL EXPENDITURES \$139,299 \$8,247 \$411,788 \$410,788 \$24,500 \$24,500

Capital Improvement Program

The Capital Improvement Program is the City's plan for undertaking capital improvement projects. Projects are funded by a number of different funds including water and sewer funds, state funds, financing proceeds, special sales tax and others.

City of Sebastopol

Fiscal Year 2011 - 12 Budget

Expenditures

Department
Account No.

Capital Projects
Various

Funding Allocations

Capital improvement projects funded by non-general fund monies.

Expenditures

Account # / Description	2008 - 09 Actual Expenditures	2009 - 10 Actual Expenditures	2010 - 11 Budgeted Expenditures	2010 - 11 Estimated Expenditures	2011 - 12 Departmental Request	2011 - 12 Approved Expenditures
Streets 6325 6331 6333 6345 [Funding by Local, State & Federal grants; Local Sales Tax; County Transportation Sales tax; & Infrastructure lease]						
003-6325-7096	Pavement Maintenance Program (Measure M)	\$0	\$0	\$0	\$78,000	\$78,000
835-6325-7096	Pavement Maintenance Program (TCRF)	\$0	\$24,536	\$0	\$19,892	\$19,891
836-6325-7096	Pavement Maintenance Program (Prop 1B)	\$945	\$0	\$377,439	\$34,701	\$38,520
761-6331-7096	Pavement Maintenance Program (Special Sales Tax)	\$0	\$9,817	\$0	\$214,480	\$214,480
	Subtotal Pavement Maintenance	\$945	\$34,453	\$377,439	\$347,083	\$350,901
007-6325-7057	Street Smart 2 (Federal Grant & Measure M)	\$61,749	\$405,951	\$223,517	\$100,000	\$123,517
007-6325-7078	Street Smart 3 (Measure M)	\$151,689	\$133,175	\$664,036	\$300,000	\$790,000
212-6325-7079	SUSD Huntley Street (SRTS)	\$0	\$8,477	\$0	\$0	\$0
212-6345-7080	Safe Routes to School (Federal Grant)	\$61,274	\$68,551	\$139,409	\$57,203	\$82,206
808-6325-7046	Fed ARRA Resurfacing (Federal Grant)	\$55,584	\$562,914	\$469,169	\$50,000	\$0
866-6333-xxxx	Bike Rack Program / Bike Signage (BAAQMD Grant)	\$0	\$2,048	\$13,001	\$17,952	\$0
870-6325-6050	Slow Down Sebastopol (Traffic Impact Fees)	\$0	\$13,913	\$0	\$0	\$0
870-6325-7014	Bike Lane Study (Traffic Impact Fees)	\$0	\$9,096	\$57,851	\$40,000	\$17,851
870-6325-7093	Lynch Traffic Signal (Traffic Impact Fees)	\$0	\$352	\$399,648	\$328,244	\$0
870-6325-7095	Bike Detection on City Signals (Traffic Impact Fees)	\$0	\$99	\$1,600	\$1,330	\$0
870-6331-7092	PMP Update (P-TAP11)	\$0	\$3,088	\$5,720	\$1,500	\$0
	Total Street Projects	\$331,241	\$1,242,117	\$2,361,390	\$1,236,130	\$1,364,475
CDBG Community Development Block Grants 6062 6063 6375						
800-6062-xxxx	Curb Ramps (CDBG Grant)	\$0	\$8,371	\$37,634	\$37,371	\$0
801-6063-xxxx	Wfchemann Hall (CDBG Grant)	\$0	\$0	\$50,000	\$5,000	\$45,000
806-6375-xxxx	ARRA Energy Efficiency/Conservation (Federal Grant)	\$0	\$0	\$0	\$41,237	\$41,237
	Total CDBG Grants	\$0	\$8,371	\$87,634	\$42,371	\$41,237
Parks 6382 6400 [Funding by Park In Lieu fees; various State and Local Grants; Donations]						
221-6382-xxxx	Laguna Wetlands Preserve (State Grant)	\$0	\$0	\$57,000	\$20,000	\$37,000
860-6400-6860	Skatepark Expansion (Park-In-Lieu)	\$0	\$16,308	\$225,647	\$25,647	\$200,000
860-6091-6515	Infrastructure Lease Payt - Skate Park (Principal)	\$13,444	\$14,104	\$14,796	\$14,796	\$15,522
860-6090-6515	Infrastructure Lease Payt - Skate Park (Interest)	\$18,027	\$17,367	\$16,674	\$16,674	\$15,948
827-6400-7013	Village Park (So Co Grant)	\$0	\$0	\$125,000	\$0	\$125,000
860-6400-7013	Village Park Conversion (Park-in-Lieu)	\$0	\$16,459	\$26,541	\$26,541	\$0
	Total Parks	\$31,471	\$64,238	\$466,658	\$103,668	\$393,470
Skatepark Fund 6386 [Funding by Donations]						
749-6386-6050	Skatepark Fund	\$0	\$0	\$0	\$44,080	\$44,080
	Total CDBG Grants	\$0	\$0	\$0	\$44,080	\$44,080
Sewer 6316 6425 [Funding by Sewer Capital Improvement Fund]						
421-6315-xxxx	Laguna Force Main Break (Litigation expense)	\$0	\$12,923	\$0	\$2,083	\$0
421-6316-xxxx	Morris St. Pump Station Rehabilitation	\$615,582	\$0	\$20,320	\$0	\$0
421-6425-6956	2010 Ford F-150 Pickup	\$0	\$0	\$1,319	\$0	\$0
422-6425-7085	Inflow & Infiltration	\$0	\$948	\$70,962	\$60,000	\$10,962
731-6425-xxxx	Morris St. Pump Station Rehabilitation	\$0	\$0	\$800,000	\$350,000	\$200,000
	Total Sewer	\$615,582	\$13,871	\$892,901	\$412,083	\$210,962
Water 6520 [Funding by Water Capital Improvement Fund]						
511-6090-7068	Energy Conservation Loan - Interest	\$3,075	\$2,639	\$2,182	\$2,182	\$1,709
511-6091-7068	Energy Conservation Loan - Principal	\$9,591	\$10,027	\$10,484	\$10,484	\$10,956
511-6520-6528	Water Zone Connect	\$0	\$18,124	\$334,996	\$62,000	\$195,714
511-6520-6529	Well 7 Pump Failure	\$0	\$51	\$0	\$0	\$0
511-6520-6532	Well 8 Pump Failure	\$94,511	\$0	\$0	\$0	\$0
511-6520-6956	2010 Ford F-150 Pickup	\$0	\$0	\$1,319	\$0	\$0
762-6520-6533	Well 5 Treatment	\$4,288	\$14,333	\$87,894	\$0	\$0
762-6520-6534	USGS Groundwater	\$9,977	\$7,268	\$8,343	\$207	\$0
762-6520-7027	Groundwater Management	\$9,600	\$3,681	\$17,042	\$5,000	\$10,000
	Total Water	\$131,042	\$56,123	\$462,260	\$79,873	\$216,379
Infrastructure Lease Program						
010-6280-7033	Fire Station Emergency Generator	\$0	\$0	\$0	\$100,000	\$100,000
010-6331-7090	Library ADA (Infrastructure Lease)	\$4,666	\$30,526	\$15,000	\$44	\$1,150
510-6520-6528	Water Zone Connect (Water fund)	\$0	\$0	\$0	\$140,000	\$140,000
	Total Infrastructure Lease	\$4,666	\$30,526	\$15,000	\$44	\$241,150
	TOTAL CAPITAL PROJECTS	\$1,114,002	\$1,415,246	\$4,274,543	\$1,874,159	\$2,513,753